

GS GRADUATE SCHOOL USDA

Distance Education Training



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Icon Key

Welcome to the Distance Education catalog. This catalog represents all distance education courses offered by the Graduate School, USDA. Many courses are available in multiple formats, so we have developed new course icons to make it easier for you to identify course delivery methods and additional information associated with each class. These icons are located along the right-side pages as an easy reference guide for you.



Self-Study



Instructor-Assisted



Online, Scheduled with
Live Sessions



Paper-based course with
supplemental CD



Online, Scheduled Course



Course on CD



Online Course



Paper-based




Textbooks sold separately
(visit www.grad.usda.gov/books)



ACE College Credit
Recommendation Service reviewed

Accounting/ Auditing/Budget/ Finance

Controlling a Budget

BUDG7052N  

Now you can master a basic method for managing unit budgets, so they stay within the legal and administrative limits set by Congress, the Office of Management and Budget, and agencies. Apply concepts and skills to a case exercise in which you control the budget for a unit of a fictitious government agency.

2.4 CEU / Tuition \$215

Cost Accounting I: Job Order Cost Accounting

ACCT2250C   **ACE** 

This course fully explains accounting for materials, timekeeping, payroll and the allocation of overhead. Training and practice are provided in the assignment of these cost components to the cost sheet established for each job.

Prerequisites

Principles of Accounting I: Basic Principles (ACCT1101C), Principles of Accounting II: Financial Accounting (ACCT1102C), Principles of Accounting III Managerial Accounting (ACCT1103C), Intermediate Accounting I (ACCT2201C), and Intermediate Accounting II (ACCT2202C), or the equivalent.

1 Credit / Tuition \$215

Cost Accounting II: Process Cost Accounting

ACCT2251C   **ACE** 

The process cost system is used for mass production of identical goods. To obtain an average cost of producing a unit, the student learns to accumulate costs by processes or departments. The period statement prepared shows the cost of production, number of units produced and average cost per unit.

Prerequisite

Cost Accounting I: Job Order Cost Accounting (ACCT2250C), or the equivalent.

1 Credit / Tuition \$215

Cost Accounting III: A Management Tool

ACCT2252C   **ACE** 

The course helps students become specialists in the use of tools or techniques to aid management. These methods are in the areas of decision making, planning and controlling. Subjects include techniques for cost analysis and classification, types of budgets, standard costs, direct costs, decision cost analysis and capital expenditure analysis.

Prerequisites

Cost Accounting I: Job Order Cost Accounting (ACCT2250C) and Cost Accounting II: Process Cost Accounting (ACCT2251C), or the equivalent.

2 Credits / Tuition \$215

Federal Government Accounting I

ACCT2260C   **ACE**

This course covers federal accounting and budget and financial management funds control concepts, standards, procedures, and practices. Topics include recognizing and recording budgetary and proprietary accounting financial transactions in the sequential order which the financial events generally occur; preparing accrual and adjusting entries to update and include unrecorded financial transactions; producing the period-end trial balance and other financial reports; preparing closing entries to produce fiscal-year end financial statements and reports; and using the T-account posting concept as a tool to simplify and facilitate the accuracy of accounting transactions to the General Journal and/or Standard General Ledger accounts. This course is also part of the Accounting and Federal Government Accounting Procedures Certificates.

Prerequisite

Principles of Accounting I: Basic Principles (ACCT1101C), or the equivalent.

2 Credits / Tuition \$355

Federal Government Accounting II

ACCT2261C



ACE

This course covers interagency accounting and budgeting funds control concepts, requirements, procedures and practices. Topics include recognizing and recording accounting transactions for reimbursable activities, revolving funds, and other non-appropriated funds operations and activities; and analyzing, reconciling and ratifying the proper relationships of budgetary and proprietary information to support the agency efforts to evaluate financial performance of its organization, programs, activities and projects. Also included are: preparing period-end and/or fiscal year-end pre-closing and post-closing trial balances, other financial reports such as the monthly Treasury FMS 224 Statement of Transactions report, the quarterly budgetary SF 133 Report on Budget Execution and Budgetary Resources, and the fiscal year-end financial statements. This course is also part of the Accounting, and Federal Government Accounting Procedures Certificates.

Prerequisites

Principles of Accounting I: Basic Principles (ACCT1101C) and Federal Government Accounting I (ACCT2260C), or the equivalent.

2 Credits / Tuition \$355

Intermediate Accounting I

ACCT2201C



ACE

This course explores the conceptual framework of financial reporting, asset measurement, income determination and valuation of liabilities. It covers advanced discussions of specific topics such as cash, receivables, inventories, property and depreciation, intangibles and current liabilities and contingencies.

Prerequisites

Principles of Accounting I: Basic Principles (ACCT1101C), Principles of Accounting II: Financial Accounting (ACCT1102C) and Principles of Accounting III: Managerial Accounting (ACCT1103C), or the equivalent.

3 Credits / Tuition \$355

Intermediate Accounting II

ACCT2202C



ACE

This course covers valuation of long-term liabilities, receivables and investments; financial reporting of stockholders' equity, retained earnings and other issues; accounting for income taxes, post employment benefits and leases; and discussions of other special topics, such as the statement of cash flows, earnings per share and accounting for changes and errors.

Prerequisites

Principles of Accounting I: Basic Principles (ACCT1101C), Principles of Accounting II: Financial Accounting (ACCT1102C), Principles of Accounting III: Managerial Accounting (ACCT1103C) and Intermediate Accounting I (ACCT2201C), or the equivalent.

3 Credits / Tuition \$355

Internal Auditing I: Elementary Aspects of Internal Auditing

AUDT3301C



ACE

This course deals with the theory and practical application of modern, management-oriented internal auditing. It is designed for the student new to internal auditing or as a refresher for those with a number of years of experience, those interested in becoming internal auditors and managers in other fields who wish to gain an insight into internal auditing. Students become familiar with the basic theory of internal auditing and then utilize that theory in various case-study applications.

Internal Auditing I covers the development and profession of internal auditing standards for the professional practice of internal auditing, preparing systems of internal controls, dealing with people, performing preliminary audit surveys, preparing audit programs, field work and deficiency findings, auditors' working papers, statistical sampling, audits of computer systems, and employee and management fraud. This course is also part of the Certificate of Accomplishment in Accounting.

3 Credits / Tuition \$355

Self-Study

Instructor-

Assisted

Online, Scheduled

with Live Sessions

Online,

Scheduled Course

Online

Course

Paper-based

with supplemental CD

Course on CD

Paper-based

with supplemental CD

Paper-based

with supplemental CD

ACE

College Credit Recom-

mendation Service reviewed

Textbooks sold separately

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Internal Auditing II: Advanced Aspects of Internal Auditing and Administration of the Internal Audit Function

AUDT3302C   ACE 

Internal Auditing II deals with those areas normally handled by more experienced senior and supervisory auditors, audit managers and directors of auditing functions. It is designed for students with a number of years of experience, for those new to internal auditing who anticipate a future in internal audit management and as a refresher for those managers responsible for internal audit functions. Internal Auditing II covers computer-assisted auditing and operations research; audit reports; review of and reply to audit reports by management; audit summaries and activity reports to executive management; establishing the internal audit function; selecting and developing the staff; preparing long-range audit schedules and controlling audit projects; quality control of the audit function; principles of management; relationships with external auditors and audit oversight committees; and standards for the professional practice of internal auditing. Case study applications are utilized for the preceding subject matter. This course is also part of the Certificate of Accomplishment in Accounting.

Prerequisite

Internal Auditing I: Elementary Aspects of Internal Auditing (AUDT3301C).

3 Credits / Tuition \$355

Introduction to Federal Accounting

ACCT7120N  

Do not let financial reports intimidate you. Instead, conquer the basics of government bookkeeping and accounting by taking this beginner-level course. In a case exercise, you will actually keep the books for a federal agency for a fiscal year, close them and start the books for a new fiscal year.

3.0 CEU / Tuition \$295

Introduction to Federal Budgeting

BUDG7001N  

If you have the responsibility of developing your unit's budget, do not miss this indispensable course. Practice on worksheets during an exercise in which you develop a budget for a fictitious agency. You will trace the major steps of the federal budget process and learn to estimate workload, personnel needs and costs.

This course is available in multiple formats. If you would prefer text over CD delivery, please include a note with registration.

2.4 CEU / Tuition \$265

Principles of Accounting I: Basic Principles

ACCT1101C   ACE 

This course is designed specifically to serve the needs of students whose career objectives require less than a full year of accounting. It teaches the elementary principles of accounting, from a sole proprietorship through problems and practices in journalizing, preparing general and subsidiary ledgers, payroll records and procedures, closing entries and financial statements.

2 Credits / Tuition \$295

Principles of Accounting II: Financial Accounting

ACCT1102C   ACE 

This course covers the more advanced principles such as the accrual basis of accounting, including notes payable and interest, notes receivable, accounts receivable, bad debts, inventory valuation, property, plant and equipment, and business taxes. This course also includes partnership accounting and corporation accounting.

Prerequisite

Principles of Accounting I: Basic Principles (ACCT1101C), or the equivalent.

2 Credits / Tuition \$295

Principles of Accounting III: Managerial Accounting

ACCT1103C   ACE 

This course covers the more advanced principles, such as departmental accounting, branch and home office accounting, manufacturing and cost accounting, financial budgeting, internal reports for management, financial statement analysis and basic concepts of data processing systems for accounting.

Prerequisites

Principles of Accounting I: Basic Principles (ACCT1101C) and Principles of Accounting II: Financial Accounting (ACCT1102C), or the equivalent.

2 Credits / Tuition \$295

RUS Borrower Accounting (Electric)

ACCT2211C



Designed especially for employees of RUS electric utility borrowers, CPA firms and others interested in RUS accounting procedures, this course includes reading assignments, exercises and problems to be submitted to the instructor, plus a final open-book examination. The course uses contemporary learning resources, such as an auxiliary Web page and a resource CD.

The following topics are covered in the course: accounts and accounting records used through construction accounting procedures; methods of opening, maintaining and closing books; financial and statistical reports and their analysis; technical aspects of RUS electric-borrower accounting; continuing property records; budgeting; and requesting, accounting for and repaying RUS loan funds. The Rural Utilities Service, USDA assisted in the development of this course.

Prerequisite

Principles of Accounting I: Basic Principles (ACCT1101C), or the equivalent. This requirement may be met by at least one year of bookkeeping experience in an electric utility company or cooperative.

2 Credits / Tuition \$295

RUS Borrower Accounting (Telecommunications)

ACCT2212C



Designed for employees of RUS telephone borrowers and others interested in telephone accounting procedures, the course includes reading assignments, exercises and problems to be submitted to the instructor, plus a final open-book examination. The following topics are covered in the course: recommended books of accounts and basic accounting systems applicable to the telephone industry; accounting to be performed during the periods of organization, initial construction and operations; requesting and accounting for RUS and rural telephone bank loan funds; and recommended plant accounting procedures, including construction and retirement work order accounting.

Successful completion of the course enables the student to understand accounting systems applicable to the telephone industry in general and to maintain accounting records and accounting procedures applicable to telephone utilities financed by loans approved by RUS and/or the Rural Telephone Bank.

Prerequisite

Principles of Accounting I: Basic Principles (ACCT1101C), or the equivalent. This requirement may be met by at least one year of bookkeeping experience in a telephone company or cooperative.

2 Credits / Tuition \$295

Editing

Introduction to the Editing Process

EDIT1140C



ACE

Effective editing requires knowledge of editorial techniques in handling manuscripts from author to print. Learn fundamental principles of editing and the responsibilities of an editor. You learn about style, grammar, rhetoric, readability, organization, printing techniques, proofreading and parts of a publication. Participants apply the principles through practical work in editing.

Prerequisites

All students are expected to know the basic rules of language, including grammar, punctuation and spelling.

3 Credits / Tuition \$355

Proofreading

EDIT1160C



ACE

Sharpen your proofreading eye by participating in a course that can be used either as a refresher course or as an introduction to the rigors of proofreading. Work on proofreading exercises for a wide narrative text, lists, graphics, tabular material, mathematics copy, some foreign languages and illustrations. Learn to critically compare typeset or typewritten text with the original text, using conventional marking techniques and standard proofreading symbols to designate inconsistencies. Learn to analyze editing instructions and specifications to verify that the printer correctly followed instructions. Discover how to expertly review copy for questions of technical quality, such as spacing aberrations, misalignment problems and type irregularities.

Prerequisites

Good knowledge of English usage fundamentals, alertness to detail, orderliness, good memory and an eye for perfection.

3 Credits / Tuition \$355

Proofreading

EDIT7051N



By refining your proofreading techniques, you can save yourself and others from professional embarrassment. You will learn proofreading marks and be able to quickly spot errors in typed copy. Packed with tips, this course focuses your editorial eye.

Note: You must have access to a CD player. A transcript is available for the hearing impaired.

2.4 CEU / Tuition \$185

English and Writing

Clear Writing through Critical Thinking (Online)

WRIT7100A



The purpose of this course is to help you communicate better through improving the clarity of your business writing. Specifically, you will be given information to help you enhance your ability to organize information, anticipate questions, draw sound conclusions and logically communicate your message. In an online environment, you will be expected to read all of the online materials given to you for each lesson, and to do all of the assignments. Most assignments are individual assignments that you submit to your online Assignment Folder. For all assignments, you will receive online comments from the instructor. This course is also an elective for both the Certificate of Accomplishment in Acquisition and the Certificate of Accomplishment in Personal Property Management.

3.6 CEU / Tuition \$275

English Grammar and Usage

ENGL7051N



If you are frustrated by common mistakes in grammar, take this course to quickly refresh your understanding of the fundamental rules of English grammar. Use the pretest to determine the level that is right for you: beginning, intermediate or advanced. Once you complete one level, you can enroll in the next level without taking the pretest again.

Note: A pretest determines the appropriate level for you. Training officers may administer the pretest. Call (303) 236-8500 or fax your request to (303) 236-8525.

4.0 CEU / Tuition \$265

Expansion of Vocabulary Knowledge



ENGL0036C



This course helps develop a knowledge of the pattern, function and power of vocabulary; gain confidence in understanding new words; and increase the ability to use new words appropriately. The study topics include a review of vocabulary basics; an introduction to dictionary power; practice using context clues to interpret and learn unknown words; the recognition of synonyms and antonyms when reading specific text; the appropriate use of vocabulary when writing sentences; and suggested methods and sources of learning new words. This is a must course for improving English language skills.

2.0 CEU / Tuition \$295



Gaining Knowledge and Confidence in Using English Grammar I

ENGL0038C  

This course teaches the basics of English grammar so that you can recognize the correct and incorrect uses of grammar and gain confidence in your knowledge of grammatical rules and ability to edit and proofread. Study topics include the differences between complete sentences and sentence fragments; the seven parts of speech; writing sentences with correct use of subjects and verbs; the appropriate agreement and references within sentences; writing longer sentences correctly; punctuation; and proofreading and editing your own writing.

3.0 CEU / Tuition \$355

Letter Writing Workshop

WRIT7002N  

Do you know the make-or-break elements of a successful business letter? Learn to plan and organize correspondence that is easy to understand, courteous and polished. Have your assignments reviewed by a writing specialist. Students receive individual feedback on three writing assignments from a writing specialist.

Prerequisite

Students should have a basic knowledge of English grammar.

2.4 CEU / Tuition \$265

Practical Writing (Online)

WRIT1710E   



Acquire basic skills for improving your professional or personal writing. With a concise review of basic grammar and techniques to improve accuracy and clarity in writing, this course covers organization of ideas, word choice, paragraph structure and planning a paper.

2 Credits / Tuition \$355

Schedule:

January 22 – March 26, 2007

Put It in Writing

WRIT7003N  

Would you like your writing to be well organized, clear, succinct and persuasive? Put It In Writing teaches you how to organize, write and edit your thoughts using six principles of clear writing. Included are a videotape and a manual of practical exercises that provide immediate feedback on your progress.

2.4 CEU / Tuition \$185

Report Writing (Online)

WRIT2201C   **ACE** 

Effective report writing requires a strong grounding in the basics. This course reviews the elements of good English usage and provides opportunities for practice in preparing various kinds of reports, including letters and memoranda. Learn the techniques for brief, clear and informative writing directed to the needs and interests of the reader. The final lesson is a term paper.

Prerequisite

Working knowledge of the fundamentals of good English usage is essential.

2 Credits / Tuition \$245

Writing for Government and Business

WRIT1102C   **ACE** 

Learn the principles of good writing and how they can help you write better. Review grammar, punctuation, spelling, word use, paragraphing, outlining and sentence structure. Practice writing clearly, concisely and briefly. The course goes into detail on letter writing. All lessons require the student to complete graded exercises.

Prerequisite

A working knowledge of the English language. English need not be the student's "first" language.

1 Credit / Tuition \$215

Writing Sentences and Paragraphs Effectively

ENGL0040C  

If you are reluctant to write, this course is for you. Upon completion of this course, you will be able to put ideas/ words down on paper; determine your purpose for writing and the information needs of your readers; draft your thoughts and recognize weaknesses; and edit and proofread your own writing objectively. Study topics include a review of grammatical usage and terms; the components of a sentence; practice in writing a communication; use of a varied and correct vocabulary; writing draft paragraphs; and proofreading and editing the paragraphs.

2.0 CEU / Tuition \$295

Writing Short Informational Reports

WRIT7004N



Rescue yourself from those moments when you freeze up and get knots in your stomach because you have to write a report. It is easier than you think when you know the right techniques to quickly organize your thoughts and information. To develop these skills, the course follows three situations and discusses major points on a CD.

Note: You must have access to a CD player for the audio portion of this course. A transcript of the audio is available for the hearing impaired.

2.4 CEU / Tuition \$185

Engineering Technology

Basic Electricity

ENGN1101C



This course covers essentials of basic electrical theory: electrostatics, electromagnetics, resistance, inductance, capacitance, direct and alternating current circuits, transformers, generators, motors, polyphase systems and connections, rectifiers and essentials of electric wiring.

Prerequisite

Basic mathematics or the equivalent is desirable, but not required.

3 Credits / Tuition \$355

Hydrology I

ENGN5501C



Hydrology I covers basic hydrologic science and includes the following topics: hydrologic measurements and data, statistical methods, precipitation, evapotranspiration, infiltration, streamflow, rainfall runoff relations, and hydrologic issues such as floods, drought and snowmelt. This course is also part of the Certificate of Accomplishment in Meteorology.

Prerequisites

College algebra and physics, elementary meteorology, statistics and engineering are desirable.

3 Credits / Tuition \$355

Hydrology II

ENGN5502C



Hydrology II provides some exposure to hydrologic applications. It includes topics such as: hydrographs, unit hydrographs, river routing, reservoir routing, groundwater hydrology, urban hydrology, hydrologic simulation, streamflow synthesis, and the use of hydrology in engineering design. This course is also part of the Certificate of Accomplishment in Meteorology.

Prerequisite

Hydrology I (ENGN5501C) or the equivalent; calculus and chemistry are desirable.

3 Credits / Tuition \$355

Human Resources Management

CLASSIFICATION

Position Classification: An Introduction

CLAS7051N



You will appreciate this indispensable course if your job requires you to understand or use the system of classifying federal government jobs. Learn the basics of the system as well as the impact of decisions on how positions are classified. Practical, hands-on examples demonstrate basic principles of position classification and job grading.

Note: Classification documents needed to complete this course are on a CD included with the course materials. They can also be obtained from OPM's Web site: www.opm.gov

Supervisors should take Planning and Describing Positions for Supervisors (SUPV7061N) and Classification for Supervisors (SUPV7003N).

4.0 CEU / Tuition \$265

COMPENSATION

Pay Options for Recruitment and Retention

PADM7003N



Today's savvy managers understand how to use pay flexibilities to recruit and retain high quality employees. This course is both a learning and a job tool. Practice using each pay flexibility in a real situation.

4.0 CEU / Tuition \$185

Pay Setting for FWS Positions

PADM7001N



This extensive technical course takes you step-by-step through the full range of procedures you will use to set pay for employees under the Federal Wage System (FWS).

Note: Supervisors should take Employee Pay for Supervisors (SUPV7004N).

Prerequisite

It is highly recommended that participants have a good general understanding of federal civilian staffing and employment practices.

2.4 CEU / Tuition \$165

Pay Setting for GS Positions

PADM7002N



The course covers OPM's recently issued regulations that changed the pay administration rules, especially those related to special rates, locality rates, and retained rates. If you set pay, this extensive technical course is for you. Learn step-by-step how to handle the full range of procedures used to set pay for employees under the General Schedule (GS).

Note: Supervisors should take Employee Pay for Supervisors (SUPV7004N).

Prerequisite

It is highly recommended that participants have a good general understanding of federal civilian staffing and employment practices.

4.0 CEU / Tuition \$265

EMPLOYEE AND LABOR RELATIONS

Basic Labor Relations

LABR7051N



This distance education course introduces you to the rights and responsibilities of employees, management and union in the federal collective bargaining process. This course is available in multiple formats. If you would prefer text or CD-based over the online delivery method, please include a note with your registration.

4.0 CEU / Tuition \$265

Improving Employee Performance

SUPV7007N



Treat each performance review as an opportunity to help employees become more committed to your workplace objectives. When you do, you can help employees improve their performance using a simple, straightforward process that generates positive results.

2.4 CEU / Tuition \$185

Solving Performance and Conduct Problems

LABR7052N



Managing employee performance is a critical responsibility of every federal supervisor. Know your responsibilities and options, including procedures for appraising performance, administering discipline or taking formal action on performance.

2.4 CEU / Tuition \$165

EQUAL EMPLOYMENT OPPORTUNITY

EEO Counseling

EEOP7002N



Federal Equal Employment Opportunity (EEO) counselors learn the processes for resolving allegations of discrimination based on race, color, religion, sex, national origin, age or disability.

3.2 CEU / Tuition \$165

EEO - Its Place in the Federal Government

EEOP7051N



All federal employees can benefit from understanding the history of and need for the Equal Employment Opportunity (EEO) program, as well as the consequences of discrimination. This course is available in multiple formats. If you would prefer text or CD-based over the online delivery method, please include a note with your registration.

1.6 CEU / Tuition \$165

Self-Study

Instructor-Assisted

Online Scheduled with Live Sessions

Online Scheduled Course

Online Course

Paper-based Course with supplemental CD

Course on CD

Paper-based

ACE Accredited Service reviewed

Textbooks sold separately visit www.gradusda.gov/books

Introduction to Federal EEO

EEO7004N



Illegal discrimination costs federal agencies hundreds of thousands of dollars every year in lost productivity, administrative costs and legal fees. Your actions could be putting yourself and your agency in legal jeopardy and potentially lead to costly and embarrassing discrimination charges.

System Requirements

An IBM-compatible, Windows-based computer with a Pentium-capacity processor and multimedia (sound and video).

1.2 CEU / Tuition \$165

Preventing Sexual Harassment in the Workplace

EEO7003N



All federal employees should be aware of the seriousness and consequences of sexual harassment in the workplace. This course defines sexual harassment, reviews how employees document incidents of harassment, discusses methods of resolving sexual harassment complaints and describes the federal EEOC guidelines. This course is available in multiple formats. If you would prefer text over the online delivery method, please include a note with your registration.

1.6 CEU / Tuition \$125

RECRUITMENT AND PLACEMENT

Advanced Processing Personnel Actions

PROC9003N



Processing benefits and entitlements for federal employees is often complicated. In this course, human resource staff will tackle processing complex actions and situations. Learn to make decisions wisely as you expand your expertise in personnel processing.

This course is available in multiple formats. If you would prefer text over the CD-based method, please include a note with your registration.

Note: This course also includes job aids and excerpts from and links to *The Guide to Processing Personnel Actions*, *The CSRS and FERS Handbook*, the FEHB and FEGLI handbooks, and other references.

Prerequisite

Basic Processing Personnel Actions (PROC7003N), or equivalent experience.

3.2 CEU / Tuition \$215

Basic Processing Personnel Actions

PROC7003N



Since personnel actions must be processed using specific instructions in *The Guide to Processing Personnel Actions*, (the *Guide*), all persons handling personnel actions must be familiar with the *Guide*. This course walks you step-by-step through the *Guide* showing what is covered, how information is organized and how to use the *Guide* to process personnel actions. This course is available in multiple formats. If you would prefer text over the CD-based delivery method, please include a note with your registration.

Note: In addition to the course text, this CD course contains excerpts from *The Guide to Processing Personnel Actions* and *The Guide to Personnel Data Standards*, as well as links to other references.

Prerequisite

Personnel Procedures for Clerks and Assistants (PROC7001N), or equivalent experience.

2.4 CEU / Tuition \$215

Basic Staffing and Placement

STAF7100N



What could be more important than hiring quality staff who perform successfully? This course teaches you about the federal hiring process, procedures that must be followed when hiring employees and how to select and retain the best-qualified candidates for your agency's jobs.

4.0 CEU / Tuition \$265

Calculating Service Computation Dates

PROC7002N  

Calculate and make changes to Service Computation Dates (SCD) faster and easier than ever before. Learn to use an automated program that reduces mathematical errors and saves time. This course is available in multiple formats. If you would prefer text over the CD-based delivery method, please include a note with your registration.

1.6 CEU / Tuition \$165

Personnel Procedures for Clerks and Assistants

PROC7001N  

Learn the fundamentals of personnel procedures performed at the clerical and assistant level using published operations manuals and laws and regulations. This basic primer will teach you how to handle standard procedural tasks competently. This course is available in multiple formats. If you would prefer text over the CD-based delivery method, please include a note with your registration.

Note: In addition to the course text, this CD course contains excerpts from *The Guide to Processing Personnel Actions* and *The Guide to Personnel Data Standards*, and selected laws and regulations. It also contains *The Guide to Personnel Recordkeeping*.

2.4 CEU / Tuition \$165


Qualification Standards for GS Positions

STAF7051N   

This course introduces you to the *Operating Manual, Qualification Standards for General Schedule Positions*. Learn how the manual is organized and how to apply it to make basic qualification decisions. This course is available in multiple formats. If you would prefer text over the CD-based delivery method, please include a note with your registration. In addition to the course text, the CD version contains links to OPM's online version of its manual. Internet access is required to complete this version of the course.

4.0 CEU / Tuition \$265

Reduction-in-Force

STAF7052N  




One of the most difficult challenges you can face is the need to carry out a reduction-in-force (RIF). In this course, you will gain experience conducting a hypothetical RIF situation and learn alternative actions to RIF and overall RIF impacts.

4.0 CEU / Tuition \$265

Information Technology

DATABASES

Microsoft Access 2003 (Introduction through Advanced) (Online)

DBAS9715T   

Microsoft Access is a relational database management system and development environment used to organize, access and share information on a desktop computer or in a computer network. This online, instructor-led course contains three modules. Module I covers basic database management concepts such as identifying database components, creating database tables and managing those tables through the use of queries and filters. Module II focuses on multiple database relationships, advanced queries and filters, forms, reports, charts, table joins and input masks. Module III covers advanced controls such as the Performance Analyzer, combo boxes and dialog boxes, macro development, custom switchboards, the database splitter and the linked table manager.

Note: Participants must provide their own software.

8 Weeks
5.0 CEU / Tuition \$995

Schedule:

October 10 – December 5, 2006
March 12 – May 4, 2007
July 9 – August 31, 2007

Microsoft Access 2003 (Online)
is also available by module.

Microsoft Access 2003: Introduction (Online)

DBAS7815T



October 16 – November 3, 2006
February 5-23, 2007
July 16 – August 3, 2007

3 weeks
1.8 CEU/ \$495

Microsoft Access 2003: Intermediate (Online)

DBAS8815T



November 13 – December 1, 2006
March 5-23, 2007
August 13 -31, 2007

3 weeks
1.8 CEU/ \$495

Microsoft Access 2003: Advanced (Online)

DBAS9815T



January 8-30, 2007
April 16 – May 4, 2007
September 10-28, 2007

3 weeks
1.8 CEU/ \$495

INTERNET

HTML Programming (Introduction through Advanced) (Online)

INET9712T



This online, instructor-led course introduces the Hypertext Markup Language (HTML), a software language used to create a Web site locally or on a World Wide Web server. The course is offered in two modules: (1) Module I focuses on composing HTML code to create linked documents embedded with graphical images and generating HTML programs using code generators. Participants learn the proper HTML coding standards, styles and techniques accepted by popular Web browser programs. Additionally, participants are exposed to page layout techniques and the inclusion of tables in their code. (2) Module II covers intermediate to advanced HTML, enhanced capabilities and proprietary features. The latest HTML standards, transparent images, animated GIFs and common design dos and don'ts are the primary content of this module. Hands-on, innovative uses of tables, frames and forms are also covered.

8 Weeks
5.0 CEU / Tuition \$995

Schedule:

September 5 – October 31, 2006
March 12 – May 4, 2007
May 7 – July 2, 2007

Microsoft FrontPage 2003 (Introduction through Advanced) (Online)

INET9842T



In this online, instructor-led course on Microsoft FrontPage you learn to build Web pages and complete Web sites. This online MS FrontPage course consists of two modules. Module I helps participants explore the essential features and techniques of Microsoft FrontPage in order to build professional-quality Internet Web sites. Learn to format, edit and lay out Web pages and to utilize the FrontPage Explorer to build and test Web sites of multiple pages linked together. Participants also receive exposure to the Microsoft Image Composer, a companion graphics program included with the FrontPage application package, and gain experience in techniques for structuring and organizing information on the Web. In Module II, participants learn to use FrontPage advanced features to manage and update a Web site, insert form fields on a Web page and connect a Web site to organizational databases. In addition, students generate dynamic multimedia components for insertion into Web pages as well as design sophisticated layouts using internal tables.

Note: Participants must provide their own software.

8 Weeks
5.0 CEU / Tuition \$995

Schedule:

September 5 – October 31, 2006
January 8 – March 6, 2007
May 7 – July 2, 2007

NETWORKING AND OPERATING SYSTEMS

A+ Operating Systems (Online)

TCOM9780T



The online, instructor-led A+ Operating Systems course is designed for individuals who need formal training for the A+ Certification Program. Participants configure, install and upgrade the Windows 9x, Windows 2000 and Windows XP environments as well as manage files and directories within those systems. The loading of applications, user software and adding device drivers is integral to this course. This course is preparation for the A+ Operating Systems exam.

8 Weeks
5.0 CEU / Tuition \$995

Schedule:

September 5 – October 31, 2006
January 8 – March 6, 2007
March 12 – May 4, 2007
May 7 – July 2, 2007

A+ Core Module (Online)

TCOM9790T



The online, instructor-led A+ Core Module course is designed for individuals who need formal certification as personal computer technicians and network specialists. Participants are prepared to install, upgrade, maintain, troubleshoot and repair personal computers. Learn the functions and installation methods of system modules, how to install and configure IDE/EIDE and SCSI storage devices, and how to use common tools in computer repair. This course is part of the A+ Certification Program and prepares students for the A+ Core Hardware examination.

8 Weeks
5.0 CEU / Tuition \$995

Schedule:

September 5 – October 31, 2006
March 12 – May 4, 2007
May 7 – July 2, 2007

Network+ Certification (Online)

TCOM9795T



This online program covers the basic concepts of computer networking and prepares students for the CompTIA Network+ examination, an industrywide recognition of network knowledge. Successful completion of this course and the examination constitute the basis for a career in the field of networking. The Network+ certification covers the networking technologies most commonly used today.

The benefit of a Network+ certification is that it provides a portable, industrywide recognition of professional knowledge. Certified professionals have a greater chance to qualify for a broader spectrum of positions and to achieve career promotions and professional advancement. Examination vouchers are awarded to those who have successfully completed the program.

8 Weeks
5.0 CEU / Tuition \$995

Schedule:

September 5 – October 31, 2006
March 12 – May 4, 2007
May 7 – July 2, 2007

WORD PROCESSING

Microsoft Word 2003
(Introduction through Advanced) (Online)

WORD9768T



This online, instructor-led course provides you with a comprehensive understanding of Microsoft Word, the most popular word processing package on the market today. Because many users are already somewhat familiar with MS Word, the Graduate School allows you to begin this course in any of the three course modules. If you are new to MS Word, then you should begin at Module I. If you have already mastered the contents of Module I, then begin with Module II. If you have already mastered the contents of Modules I and II, then begin with Module III.

Module I: Explore the fundamentals of word processing and learn to create professional-looking documents in Microsoft Word. Basic operations such as creating, naming, saving and closing a document are covered. Additionally, participants change font settings and page formats; move, copy and delete text; create tables; use styles, numbers and bullets; and work with lists. This comprehensive introduction positions users to take full advantage of the powerful capabilities of this application.

Module II: Building on word processing basics, this module exposes participants to the more complex features within the application. Participants become proficient in searching files for text, inserting special characters, editing tables, sorting table data and importing spreadsheet data. Additional topics covered include: composing mail merge letters, envelopes and labels; sorting records; and using an external data source. **Module III:** This module focuses on advanced tips and techniques for full use of editing features and handling complex formats in Microsoft Word. Working with components of long documents and with graphics are emphasized. Participants learn to

communicate their ideas and share information anywhere, from the desktop to the Web. Collaborative editing of documents is also included.

Note: Participants must provide their own software.

8 Weeks
5.0 CEU / Tuition \$995

Schedule:

September 5 – October 31, 2006

January 8 – March 6, 2007

May 7 – July 2, 2007

Microsoft Word 2003 (Online) is also available by module.

Microsoft Word 2003:
Introduction (Online)

WORD7868T



October 2-20, 2006

January 29 – February 16, 2007

June 4-22, 2007

3 weeks
1.8 CEU / \$495

Microsoft Word 2003:
Intermediate (Online)

WORD8868T



October 30 – November 17, 2006

March 26 – April 13, 2007

July 9-27, 2007

3 weeks
1.8 CEU / \$495

Microsoft Word 2003:
Advanced (Online)

WORD9868T



November 27 – December 15, 2006

April 23 – May 11, 2007

August 6-24, 2007

3 weeks
1.8 CEU / \$495

PRESENTATIONS

Microsoft PowerPoint
2003 (Introduction
through Advanced)
(Online)

PRES9750T



This online, instructor-led course in Microsoft PowerPoint allows users to develop effective presentations and deliver them professionally using today's screen projection technology. This online course consists of two modules: (1) In Module I, students explore the functions of the software and the communications principles that lead to dynamic slide shows. Participants learn such basics as creating and saving a presentation, adding new slides, using templates, editing slides, working with graphics and clip art, and adding speaker notes. (2) In Module II, users move beyond the basics of presentations and learn how to add professional style enhancements to their slide shows. Customized color schemes, special animations, effective transitions, picture files, sound and video clips, hyperlinks and action buttons are some of the many techniques demonstrated.

Note: Participants must provide their own software.

October 23 – December 19, 2006

March 12 – May 4, 2007

8 Weeks
5.0 CEU / Tuition \$995

Microsoft PowerPoint 2003 (Online) is also available by module.

Microsoft PowerPoint 2003: Introduction (Online)

PRES7868T



October 23 – November 13, 2006
March 5-23, 2007

3 weeks
1.8 CEU / \$495

Microsoft PowerPoint 2003: Intermediate (Online)

PRES8868T



November 13 – December 5, 2006
April 9-27, 2007

3 weeks
1.8 CEU / \$495

SPREADSHEETS

Microsoft Excel 2003 (Introduction through Advanced) (Online)

SPRD9768T



This online, instructor-led course provides you with a comprehensive understanding of Microsoft Excel, a software application that offers three distinct processes for managing data: spreadsheet, database and graphing. The primary feature, spreadsheet, is a number-crunching tool allowing for sophisticated calculations such as budgets, finances, inventories or any task that is numerically oriented. Spreadsheet data are entered and displayed in a grid consisting of rows and columns. The database and graphing functions allow for selecting, retrieving, viewing and charting data that is contained within the spreadsheet mode.

This online course contains three modules: (1) Module I provides a thorough introduction to each of Excel's features. (2) Module II assists the user in working with large spreadsheets and managing multiple layers of spreadsheets at the same time. Interaction with Web technologies is covered, including saving a spreadsheet as a Web page. The use of enhanced charting facilities and advanced functions is also covered. (3) In Module III, the primary focus is on using the analysis components within the application to budget and manage financial expenses. Participants learn to work with databases, templates, lists, macros and audit tools. Particular attention is devoted to summarizing large amounts of data rapidly, performing what-if analyses and working problems backwards to find variables when a desired outcome or scenario is known.

Note: Participants must provide their own software.

July 24 – September 15, 2006
October 23 – December 19, 2006
March 12 – May 4, 2007

8 Weeks
5.0 CEU / Tuition \$995

Microsoft Excel 2003 (Online) is also available by module.

Microsoft Excel 2003: Introduction (Online)

SPRD7878T



October 10-30, 2006
January 22 – February 9, 2007
June 11-29, 2007

3 weeks
1.8 CEU / \$495

Microsoft Excel 2003: Intermediate (Online)

SPRD8878T



November 6-28, 2006
February 26 – March 16, 2007
July 9-27, 2007

3 weeks
1.8 CEU / \$495

Microsoft Excel 2003: Advanced (Online)

SPRD9878T



January 8-26, 2007
April 9-27, 2007
July 30 – August 17, 2007

3 weeks
1.8 CEU / \$495

SECURITY

The Graduate School, USDA and Capitol College have come together to offer a certificate in security management.

Capitol College courses in security are delivered using Centra software that allows for full interaction with the instructor. Each eight-week course consists of a weekly two-hour, real-time session, supplemented by two-hour practice sessions. Capitol College will issue you an account and password, and you will have full access to their help desk. The instructor will be available to guide you through the curriculum. Instructors are available at any time via e-mail. By completing 4 of the 6 courses offered, students will be eligible for a Certificate of Accomplishment in Security Management.

The courses outlined may be used to satisfy the requirements of the Master of Science in Network Security at Capitol College. Three courses may be applied to the requirements for completing this degree.

The course requires that participants interact with the instructor and the other students at a regularly scheduled class time once a week. An additional offline session every week requires the student's participation. The live lecture is conducted through Centra software that allows the participants to respond to the instructor in a live online setting.

Computer Forensics and Incident Handling (Online)

SRTY9020T



In this eight-week course, you learn laws and rights to individual privacy and the limitations of organizations. You also discuss incident handling and how incident response teams work and how to manage trouble tickets. You learn the basic analysis of events to determine if an incident did occur. The course concludes with computer forensics issues and rules of evidence.

8 Weeks
5.0 CEU / Tuition \$1095

Schedule

July 11 – August 31, 2006
September 5 – October 26, 2006
January 9 – March 1, 2007
March 6 – April 26, 2007
June 26 – August 16, 2007
August 21 – October 11, 2007

Internal Protection (Online)

SRTY9120T



This course explores the protections available to the practitioner through host operating systems and third party equipment and software, to protect the inner network from the attacker who has successfully circumvented the perimeter or from the disgruntled insider. Use of methodologies including host-based intrusion detection methods, audit settings, PC Firewalls, host operating hardening for Linux and Windows 2000, and Virtual LANs will be reviewed.

8 Weeks
5.0 CEU / Tuition \$1095

Schedule

July 11 – August 31, 2006
October 31 – December 21, 2007
January 9 – March 1, 2007
May 1 – June 21, 2007
June 26 – August 16, 2007

Network Systems Security Concepts (Online)

SRTY7020T



Do you want to better understand the threats to a computer network and how to defend against attacks and intrusions? This eight-week introductory course is a basic exploration of the definitions, concepts, and issues regarding network and systems security that face organizations today. Participants examine how the concept of security—and being secure—integrates into the mission of an agency or private business. While learning the concepts, students will explore the importance of user involvement, security training, ethics, trust and informed management.

8 Weeks
5.0 CEU / Tuition \$1095

Schedule

July 11 – August 31, 2006
September 5 – October 26, 2006
January 9 – March 1, 2007
March 6 – April 26, 2007
June 26 – August 16, 2007
August 21 – October 11, 2007

Secure Information Transfer and Storage (Online)

SRTY8020T



Information is secured through various forms of cryptography. In this eight-week course, you learn the history of cryptography and the advanced cryptography of today. Study current topics such as public- and private-key cryptography, cryptographic attacks, public key infrastructure, one-way hashes and digital signatures, and additional methods to secure and transfer information.

Note: You can transfer this course to the Capitol College Master of Science in Network Security.

8 Weeks
5.0 CEU / Tuition \$1095

Schedule

September 5 – October 26, 2006
October 31 – December 21, 2006
March 6 – April 26, 2007
May 1 – June 21, 2007
August 21 – October 11, 2007

Security + (Online)

SRTY9104T



This online, instructor-led course prepares students for the Security+ exam. Neither technologies nor policies alone offer effective protection against security threats. Theft, destruction of intellectual property and denial of service attacks take place despite the presence of firewalls, encryption and corporate edicts. Government and industry worldwide must have a well-trained workforce to effectively combat hackers, attacks and security threats.

The main goal of this course is to provide students with a fundamental understanding of network security principles and implementation. Security+ training tests for security knowledge mastery of an individual with two years on-the-job networking experience, with emphasis on security.

The Security+ exam covers industrywide topics, including communications security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organizational security.

Note: This course is delivered using Blackboard and is not a Capitol College course.

8 Weeks
5.0 CEU / Tuition \$995

Schedule:

September 5 – October 31, 2006
March 12 – May 4, 2007
May 7 – July 2, 2007

Vulnerability Mitigation (Online)

SRTY9989T



This “defense in depth” course provides the student detailed understanding of the need for internal and external vulnerability assessment. This course approaches the issue of hackers and hacking from the perspective of a hacker trying to get into a system. The sister course to this one is Computer Forensics and Incident Handling (SRTY9020T), which deals with the other side of the coin: how to detect attackers once they get into the system, and how to determine where they have been. This course will introduce you to hackers, their tools and their techniques.

Note: You can transfer this course to the Capitol College Master of Science in Network Security.

8 Weeks
5.0 CEU / Tuition \$1095

Schedule:

September 5 – October 26, 2006
October 31 – December 21, 2006
March 6 – April 26, 2007
May 1 – June 21, 2007
August 21 – October 11, 2007

Self-Study

Instructor-Assisted

Online, Scheduled with Live Sessions

Online, Scheduled Course

Online Course

Paper-based course with supplemental CD

Course on CD

Paper-based

ACE
ACE College Credit Recommendation Service reviewedTextbooks sold separately
visit www.gradusda.gov/books

Wireless Network Security (Online)

SRTY9990T



This course provides students with an in-depth understanding of the security vulnerabilities in the various methods of wireless communications and their corresponding countermeasures. This course also provides training on practical methods for designing, configuring, testing and maintaining wireless networks appropriate to their organizations' operating requirements. Students will be introduced to wireless network protocols, access modes, portable communications and computing devices, management tools, security solutions and current industry best practices for managing wireless communications in a secure environment. Case studies will be used throughout the course.

Note: You can transfer this course to the Capitol College Master of Science in Network Security.

Prerequisite

Network Systems Security Concepts (SRTY7020T).

8 Weeks
5.0 CEU / Tuition \$1,095

Schedule:

October 31 – December 21, 2006

January 9 – March 1, 2007

May 1 – June 21, 2007

June 26 – August 16, 2007

Library and Indexing Techniques

Applied Indexing

EDIT3361C



Learn how to analyze a book index, edit a first-draft index, and apply indexing and business principles to project-related situations that working indexers encounter: proposing and justifying bids, submitting invoices, estimating length of time for specific projects, producing indexes to size requirements, handling misrepresented projects, treating special problems in indexes, and designing indexes that satisfy readers and publishers. The subjects represented in the excerpts include ecology, history, health and well-being, educational research and psychology. Apply techniques introduced in Basic Indexing (EDIT3360C).

Prerequisite

Basic Indexing (EDIT3360C), or the equivalent.

3 Credits / Tuition \$355

Basic Indexing

EDIT3360C



This course focuses on back-of-the book indexing techniques and covers the style of the University of Chicago Press, the most common style used by U.S. publishers. Topics include alphabetizing; headings, subheadings and cross-references; index preparation methods; submission formats and typographic considerations; and problems incurred in the indexing of personal names, place names, abbreviations, acronyms and numerals as entries. In addition to the required text materials, you will get current information regarding the use of computers and benefit from hands-on training in actual index design. You will also be introduced to the business of freelance indexing (most back-of-the-book indexing is done by freelance indexers). For more information, contact the American Society of Indexers at www.asindexing.org.

Prerequisite

Good knowledge of English fundamentals, alertness to detail and orderliness.

3 Credits / Tuition \$355

Basic Reference Service and Reference Tools

LIBT2245C



Students develop practical skills for assisting library clientele and identifying reference services, and become familiar with ready reference tools including almanacs, directories, handbooks, manuals, yearbooks, fact books and quotation books; dictionaries; encyclopedias, indexes, abstracts and book catalogs; bibliographies and government documents; geographical sources of information such as atlases and gazetteers; and special materials.

1 Credit / Tuition \$295

Descriptive Cataloging

LIBT1120C



The course covers the basics of monographic descriptive cataloging. It incorporates all changes to the *Anglo-American Cataloging Rules*, 2nd edition (revised), up to and including the 2005 amendments. Discuss online library catalogs, card catalogs, authority records and cataloging rules and routines. A general lesson on the MARC 21 format is included; later lessons discuss individual MARC 21 fields, subfields and indicators.

3 Credits / Tuition \$355

Descriptive Cataloging: Nonbook Materials

LIBT1135C



This course covers the basics of using the MARC 21 coding standards to create cataloging records for various types of materials. The course discusses the various levels of description, how to create MARC tags and fields, whether or not fields are repeatable, the use of indicators, the common subfields used in each field, the AACR2R rules for fields and, where applicable, the AACR2R prescribed sources of the information to be provided in the fields. Students create original cataloging records for books and audiovisual materials.

Prerequisite

Descriptive Cataloging (LIBT1120C), or the equivalent, or prior experience creating or editing MARC records.

3 Credits / Tuition \$355

Introduction to Library Techniques

LIBT1110C



This course introduces students to the distinctive role of the library technician. Students learn how libraries develop; what a library is and the different types found today. Most of the course deals with how a library functions to provide the best possible services to its clientele. This course includes basic study in acquisitions, cataloging, classifying, organizing of materials, maintenance of materials, studies, "hands-on" access to library materials and individual reading.

2 Credits / Tuition \$295

Subject Cataloging and Classification

LIBT2220C



The course discusses classification and subject headings and describes their relationship to managing a library collection. The Library of Congress and the Dewey Decimal System are discussed with practical exercises. Subject headings, both Sears and LC, are examined.

Prerequisite

Descriptive Cataloging (LIBT1120C), or one year's related library experience.

2 Credits / Tuition \$295

Management and Supervision

Assertive Supervision (Online)

SUPV7002N



Today's supervisors face demanding circumstances, and to meet those challenges effectively you need an assertive communication style. This course goes beyond the basics of developing employee performance to arm you with techniques for promoting teamwork, fostering ideas and initiative, and encouraging open communication.

This course is available in multiple formats. If you would prefer text over the online delivery, please include a note with registration.

2.4 CEU / Tuition \$215

Classification for Supervisors

SUPV7003N



The position classification process can have an influence on the supervisor's management decisions and work assignments. Learn to apply the principles of federal position classification to manage the positions in a unit or division. Job grading used in the federal government can have an influence on the supervisor's management decisions and work assignments. This course teaches supervisors and human resource specialists how to use the system of classifying positions to get the most from workplace teams.

1.6 CEU / Tuition \$125

Effective Work Delegation

SUPV7056N



What is the most effective way to get more done in less time and make the most of your resources? By mastering the art of delegating to others! This is one of the most important supervisory skills you can use to engage employees in their work and achieve faster results. Practice skills and techniques through case exercises and by using self-assessments and worksheets.

2.4 CEU / Tuition \$185

Employee Pay for Supervisors

SUPV7004N



The successful government supervisor or manager must be aware of certain pay issues. This course gives you an overview of the basic characteristics of the federal pay systems, including issues to consider in both common and special situations and the use of pay flexibilities as recruitment and retention tools.

Note: This course provides an introduction to supervisory pay issues. Human resources specialists and others who set pay should take Pay Setting for GS Positions (PADM7001N) and Pay Setting FWS Positions (PADM7002N); both cover the technical aspects.

1.6 CEU / Tuition \$125

Federal Human Resources Management (Online)

PERS1730E



Explore the principles, procedures, rules, regulations and organization of federal human resources management. Discuss issues relating to merit system principles, major personnel laws and the personnel organizations of the federal government; position classification and pay administration; federal personnel employment, recruitment, selection and placement; performance appraisal and recognition; training and development; terminations, discipline and adverse actions; appeals and grievances; federal labor management relations; employee responsibility, conduct and political activity; employee benefits; and future trends, issues and concerns in public personnel management.

2 Credits / Tuition \$355

Schedule:

January 22 – March 26, 2007

Introduction to Human Resources Management for Supervisors

SUPV7018N



To be an effective supervisor, you must have a working knowledge of the human resources management (HRM) processes concerning federal employees. This overview covers the primary areas of federal human resources used in hiring, retaining and separating employees.

1.6 CEU / Tuition \$165

Introduction to Supervision

SUPV3101N



ACE

Do you have what it takes to bring out the best in your employees and positively influence both people and workplace decisions? This introductory course teaches you how to become a credible and respected first-line supervisor. Work through exercises and activities that give you a practical grounding in the principles and practices of supervision using audiotapes, videotapes and course reading material.

3 Credits / Tuition \$295

Introduction to Supervision (Online)

SUPV7001A




Learn solid supervisory techniques in our flagship course. Introduction to Supervision Online (SUPV7001A) has the same content as Introduction to Supervision (SUPV7001D) but is conducted online. Course content is contained in an assigned textbook for each class, as well as in the online course modules. This course requires frequent online interaction and you complete much of the work online. For more information, visit www.grad.usda.gov/ online.

You learn strategies to supervise employees while discovering the latest trends in the federal workforce. You learn the basics of coaching, delegation, communication and motivation and discover the necessary ingredients to understand your new role.

3.6 CEU / Tuition \$1195



Managing Attendance and Leave for Supervisors

SUPV7005N  

Ensure that your organization operates efficiently by properly managing the attendance and leave program. As a federal supervisor, understand your role in administering the leave program and make sure your employees use the leave to which they are entitled.

1.6 CEU / Tuition \$125

No FEAR Act (Online)

EEOP7005N  

This course is an overview of the Notification and Federal Employees Anti-discrimination and Retaliation Act of 2002 (No FEAR Act). It meets the training requirements of the No FEAR Act and OPM regulations in 5 CFR Part 724, which require that agencies provide training to all employees regarding their rights and remedies under federal anti-discrimination, whistleblower and retaliation laws.

This course is available in multiple formats. If you would prefer CD-based or text over the online delivery method, please include a note with your registration. The course consists of five lessons, exercises, and a final test or review. Participants have one month to finish the course.

Save significantly and train multiple employees with our network version. Call (303) 236-8500 for more information.

0.6 CEU / Tuition \$27

Performance Feedback (Online)

SUPV7008N  

Many supervisors report that one of the most difficult aspects of their job is giving feedback to employees on their work performance, style or attitude. In spite of this, supervisors generally agree that giving continuous, constructive feedback to employees is of vital importance. What's more, all federal agencies are required to have a program in place for ongoing performance feedback to employees with at least one progress review during each appraisal period.

The purpose of this course is to help you learn what is involved in giving useful feedback. At the end of this course, you will be able to identify attitude barriers to giving feedback, describe how to plan a feedback discussion, tell the difference between effective and ineffective feedback statements, and have a way to continue mastering your feedback skills.

0.4 CEU / Tuition \$125

Planning and Describing Positions for Supervisors

SUPV7061N  

You want to make economical and effective use of your human resources. Therefore, planning effective positions and describing them accurately is vital to your organization. This course teaches supervisors these crucial elements of human resources management and provides tips on how to stretch resources to meet organizational demands.

1.6 CEU / Tuition \$125

Staffing and Placement for Supervisors

SUPV7010N  

To be a successful supervisor, you must understand the requirements governing the staffing process in the federal government. This course gives an overview of the steps involved in the recruitment and hiring process and the supervisor's responsibilities in each.

Note: Human resources and administrative staff should take Basic Staffing and Placement (STAF7100N), which covers the technical aspects of staffing and placement.

1.6 CEU / Tuition \$165

Success-Oriented Supervision

SUPV2202C   

Many managers find this course useful training for new or prospective supervisors, for it offers a set of common skills, language and goals for their organizational units. Learn that supervision consists of knowledge and skills that can continually be improved; that the understanding supervisor deals more effectively with the functions of supervision; and that development is seen as a responsibility of individuals and the organizations in which they work. Success-Oriented Supervision is designed to fulfill the Office of Personnel Management's basic supervisory training requirement and to help the student establish supervisory responsibilities.

2 Credits / Tuition \$295

Time Management

MGMT1101C   

Topics include time management, working more efficiently, procrastination, changing habits, personnel management, recognizing patterns and keeping a time log.

2 Credits / Tuition \$295

Time Management for Supervisors

SUPV7051N  

Are you interested in better managing your day? Is your planner filled with important responsibilities that you can not seem to get to? Teach yourself some new organization habits and become a more effective supervisor. This course walks you through on-the-job exercises to evaluate how you spend your time now, how to work smarter and how to make every minute productive.

2.4 CEU / Tuition \$215

Mathematics and Statistics

Basic Mathematics

MATH1101C   

The course offers a review of basic mathematics to students and personnel in a variety of technical and scientific fields. This course includes study of percentage, ratio and proportion, powers and roots, and elementary algebra.

1 Credit / Tuition \$215

Calculus I (Differential)

MATH2210C   **ACE** 

Topics covered include variables, functions, limits, continuity, derivatives, maxima and minima, differentials, approximation methods for finding roots, successive derivatives, parametric equations, mean value theorem and solution of indeterminates. This course is also part of the Certificate of Accomplishment in Meteorology.

Prerequisites

College algebra, trigonometry and analytic geometry, or the equivalent.

2 Credits / Tuition \$295

Calculus II (Integral)

MATH2211C   **ACE** 

The course covers simple integration, standard forms, constant of integration, the definite integral, area, special methods of integration, approximate methods of integration, improper integrals, series expansion of functions and multiple integrals. This course is also part of Certificate of Accomplishment in Meteorology.

Prerequisite

Calculus I (Differential) (MATH2210C), or the equivalent.

2 Credits / Tuition \$295

College Algebra

MATH2250C   **ACE** 

The course covers numbers and expressions; solving equations and inequalities; graphing equations and inequalities; functions; polynomial and rational functions; exponential and logarithmic functions; matrices and determinant functions; sequences; sines; the binomial theorem; combinations; probability and mathematical proof. This course is also part of the Certificate of Accomplishment in Meteorology.

Prerequisite

High school algebra, or the equivalent.

3 Credits / Tuition \$355

Elements of Statistics

STAT3350C   **ACE** 

Practical exercises and problems to help the student apply statistical procedures and principles are included. Coursework also includes summarization; representation and analysis of observable data; basic statistical concepts; frequency distributions; elements of statistical inference; Chi-square; introduction to estimation; tests of hypotheses, regression, correlation and the analysis of variance and nonparametric methods. The underlying concepts and logic of statistical methods are emphasized, as well as computational techniques. This course is also part of the Meteorology Certificate Program.

Prerequisite

Elementary college algebra and access to a desk calculator.

3 Credits / Tuition \$355

Practical Statistics

STAT7001N



Does your job require you to be able to use data to solve problems and make decisions? If so, you may need to brush up on elementary statistics. Practical Statistics is essential for understanding and interpreting numbers. What is more, you will learn to present data through graphs and charts.

Prerequisite

Knowledge of high school algebra is desirable but not necessary.

3.2 CEU / Tuition \$185

Meteorology

Dynamic Meteorology I

METO3361C



The application of basic physical and mathematical principles to the study of atmosphere is the subject of dynamic meteorology. Dynamic Meteorology I covers the general principles of thermodynamics, including the equation of state, laws of thermodynamics, thermodynamics of water vapor, thermodynamic diagrams, hydrostatic equilibrium, stability and convection and applies these principles to weather analysis and forecasting. This course has been approved by the American Meteorological Society for satisfying their core requirements. This course is also part of the Certificate of Accomplishment in Meteorology.

Prerequisites

Introduction to Meteorology (METO1160C) and calculus.

3 Credits / Tuition \$355

Dynamic Meteorology II

METO3362C



A continuation of Dynamic Meteorology I, this course covers the application of the general principles of mechanics and fluid motions to the study of the atmosphere and its movements. Topics include a study of the fundamental equations of motion, circulation, divergence and numerical weather prediction. Applications of these principles to weather analysis and forecasting are emphasized. This course has been approved by the American Meteorological Society for satisfying their core requirements. This course is also part of the Certificate of Accomplishment in Meteorology.

Prerequisite

Dynamic Meteorology I (METO3361C), or the equivalent.

3 Credits / Tuition \$355

Introduction to Meteorology

METO1160C



Topics focus on the major elements and concepts of meteorology including radiation, temperature, moisture and atmospheric stability, forms of condensation and precipitation, air pressure and winds, the atmospheric circulation, air masses, weather patterns, and weather analysis and forecasting. The contents provide a basic foundation for understanding current environmental issues related to the atmosphere. This course is also part of the Certificate of Accomplishment in Meteorology.

Prerequisites

College algebra and physics.

3 Credits / Tuition \$355

Physical Meteorology

METO2260C



The atmosphere serves as the laboratory for the application of basic principles of physics. Physical Meteorology covers basic cloud processes and radiation transfer, which are fundamental to the existence of life on earth. Topics of the course include gravitational effects, atmospheric gases, physical processes in the atmosphere, atmospheric electricity, law of radiation physics, solar radiation, terrestrial radiation, radiation balance of the earth, and special topics including atmospheric optics, effect of meteorology on air pollution and global climate. This course is also part of the Certificate of Accomplishment in Meteorology.

Prerequisites

Calculus, physics and Introduction to Meteorology (METO1160C).

3 Credits / Tuition \$355

Satellite Meteorology

METO2270C



The course covers a wide range of topics from theoretical to applied uses of meteorological satellites and imagery. Included are orbits and navigation; radiative transfer; meteorological satellite instrumentation; temperature and trace gases; winds; precipitation; and the Earth radiation budget. A second textbook focuses solely on interpretation of satellite imagery. Hundreds of examples of satellite images are shown with extensive descriptions, maps and models of what the images represent. The examples will strengthen analytical skills in satellite image interpretation. This course is also part of the Certificate of Accomplishment in Meteorology.

Prerequisites

Calculus, physics and Introduction to Meteorology (METO1160C).

3 Credits / Tuition \$355

Synoptic Meteorology I

METO4461C



The course provides a review of basic circulation theory, an overview of the National Weather Service's operations and computer models and a preview of the complexities of synoptic meteorology via surface analysis. The heart of the program deals with the horizontal and vertical intricacies of the atmosphere, including the concepts of vorticity and stability, as shown by tools such as the NGM and the Skew T Log P diagram. The final lessons confront the three-dimensionality and nonlinearity of the atmosphere, with a focus on thermal structure and the relationship between winds and forces. This course has been approved by the American Meteorological Society for satisfying their core requirements. This course is also part of the Certificate of Accomplishment in Meteorology.

Prerequisite

Dynamic Meteorology I (METO3361C), or the equivalent.

3 Credits / Tuition \$355

Synoptic Meteorology II

METO4462C



Part II begins with a discussion of fronts and jet streams to a review of the air masses that they demarcate. Surface analysis and pressure-pattern recognition are more thoroughly covered as is the study of the evolution of cyclones and anti-cyclones. The middle segment of the course includes lessons on diverse topics such as conveyor belts, the Southern Oscillation and its effect on global weather patterns, and an advanced study of the vertical structure of the atmosphere, including isentropic analyses. The final topics include an overview of other meteorological yardsticks such as meso-scale, the peculiarities of tropical weather systems and usefulness of satellite data. This course has been approved by the American Meteorological Society for satisfying their core requirements. This course is also part of the Certificate of Accomplishment in Meteorology.

Prerequisite

Synoptic Meteorology I (METO4461C), or the equivalent.

3 Credits / Tuition \$355

Certificate of Accomplishment in Meteorology

METO3990N

This certificate is effective for those who are now working in meteorology or who desire to pursue the field of meteorology as a profession. Students seeking further certification in this field may contact the American Meteorological Society (AMS). For more information on its programs, you can write AMS at 45 Beacon Street, Boston, MA 02108-3693 (617) 227-2425. You also may get information from their Web page at www.ametsoc.org.

This certificate program consists of nine required courses or equivalent experience. There is also a list of other courses you may need in order to fulfill the prerequisites for the required courses. You may apply for the certificate program online.

For more information on certificate courses offered, please call (888) 744-GRAD and ask for a certificate counselor, or e-mail certificates@grad.usda.gov.

Required Courses:

Introduction to Meteorology (METO1160C)
Physical Meteorology (METO2260C)
Satellite Meteorology (METO2270C)
Dynamic Meteorology I (METO3361C)
Dynamic Meteorology II (METO3362C)
Synoptic Meteorology I (METO4461C)
Synoptic Meteorology II (METO4462C)
Calculus I (Differential) (MATH2210C)
Calculus II (Integral) (MATH2211C)

Other courses as needed to fulfill prerequisites for the above required courses:

College Algebra (MATH2250C)
Elements of Statistics (STAT3350C)
Hydrology I (ENGN5501C)
Hydrology II (ENGN5502C)

Paralegal Studies

Each online paralegal course is offered during several sessions scheduled throughout the year, with each intensive session lasting seven weeks. Each course is led by an experienced and knowledgeable legal instructor. Direct interaction with the instructor and other students is promoted through the use of e-mail and discussion boards.

Each course uses one or more textbooks, which must be purchased before class begins. To order textbooks, visit www.legalstudies.com or call (800) 522-7737.

Administrative Law and Procedure

LAWS3310C   ACE 

Become familiar with the powers of administrative agencies; the limitations of their powers; the requirements that must be met to exercise those powers; and the legal remedies available to those injured by the exercise of power by administrative agencies. Learn the principles and practice of administrative law, particularly as applicable to federal agencies; the provision of the Administrative Procedure Act; the principles of constitutional law applicable to administrative agency rulemaking and adjudication; and the methods by which Congress, the president and the courts control administrative agencies.

3 Credits / Tuition \$295

Business Law I

LAWS1120C   ACE 

This course covers all aspects of law essential to conducting business today. Issues such as differentiating contracts from agreements that are not contracts, understanding ways in which contracts arise and differentiating between various classes of contracts are discussed. The subject matter of the course has been selected from contracts, bailments and sales and relates to current developments in the legal field. Participants work with case and text material.

3 Credits / Tuition \$355

The Freedom of Information Act and the Privacy Act

LAWS3335C   ACE 

This course is about the Freedom of Information Act (legislative history, publication requirements, processing requests, exemptions, fees) and the Privacy Act (definitions, limitations of disclosure, access to records, publication requirements, exemptions and new systems reports). The course is designed to train administrative and legal personnel who work with these acts.

2 Credits / Tuition \$295

Introduction to Law for Paralegals

LAWS1110C   ACE 

In this course the instructor introduces legal basics with emphasis on the role of the paralegal. Issues such as the American system of law, legal principles, court systems and court procedures are addressed. General legal concepts are introduced. Students acquire the practical knowledge of the duties, skills and responsibilities of a successful paralegal.

3 Credits / Tuition \$355

Legal Ethics

LAWS1116C   ACE 

Through development of the ethical issues of law, learn the rationale behind office practices and procedures used by law firms, corporate legal departments and offices of general counsel within governments.

3 Credits / Tuition \$355

Self-Study

Instructor-Assisted

Online, Scheduled with Live Sessions

Online, Scheduled Course

Online Course

Paper-based course with supplemental CD



Course on CD

Paper-based

ACE Accredited by American College Credit Recommendation Service

Textbooks sold separately visit www.gradusda.gov/books

Legal Investigation Certificate Course (Online)

LAWS7200S  

This exciting course is designed to teach legal investigation to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, students are qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigation. Students learn how to create a freelance investigation business.



Included subject areas are: arson investigation, products liability investigation, personal injury and traffic accident forensics, employment accidents, investigation of financial and equity matters, professional malpractice and negligence, skip-tracing, and the role of a legal investigator in preparing for civil and criminal litigation.

4.5 CEU / Tuition \$525

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007

LegalNurse™ Consultant Training Course (Online)

LAWS7100S  

This exciting program prepares medical professionals for a career in the legal field as legal nurse consultants. Building on the student's medical education and clinical experience, this course prepares participants to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically related issues and to testify in court as expert witnesses.

The course teaches legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in such litigation areas as the following: medical malpractice, toxic torts, products liability, personal injury, emotional distress, wrongful death, mental capacity, criminal law and worker's compensation. Any RN or other medical professional interested in entering the legal field can benefit from the education provided by this course.

This CE activity was approved for 50.4 contact hours by the Colorado Nurses Association, an accredited approver of the American Nurses Credentialing Center's Commission on Accreditation.

4.5 CEU / Tuition \$730

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007


Legal Research

LAWS2215C   **ACE** 

Gain competency with all legal research tools and the skills necessary to use other materials in the future. Learn techniques needed to assist attorneys in general or in government practice. Students are required to complete 13 legal research assignments, three case briefs and a legal memorandum. Access to a law library is necessary.

3 Credits / Tuition \$355

Legal Secretary Certificate Course (Online)

LAWS7300S  

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students study such topics as legal terminology; legal process; jurisdiction and venue; ethics; written communications, including letters, pleadings, discovery, notices and motions, filing procedures, and billing and accounting; time management; records management; computers, word and data processing; legal research; memoranda preparation; and citation format.

This course provides those interested in a career change with new, marketable job skills and helps those already working as legal secretaries to increase efficiency and productivity in their offices.

5.6 CEU / Tuition \$525

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007

Legal Writing

LAWS2220C



ACE



There are two essential skills for clear and effective legal writing: communicating effectively through the written word and working effectively with substantive issues. The course instructor stresses these skills and how to apply them in paralegal duties. Exercises include contracts, wills and memoranda.

3 Credits / Tuition \$355

Paralegal Certificate Course (Online)

LAWS7000S



This respected Paralegal Certificate Course[®] has been offered for over twenty years at universities throughout the nation. The course has been taken by thousands of people including nurses, teachers, engineers, musicians, legal secretaries, paralegals, attorneys and even judges. This course is available by videotape or online to students who are unable to attend the popular live lectures. Learn how to work as a full- or part-time paralegal, or open your own freelance business. This intensive, nationally acclaimed curriculum is designed for beginning as well as advanced legal workers.

Students are trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which paralegals are most in demand. Students should note that completing the online version of the course requires participating in two consecutive sections, each lasting seven weeks, for a total of 14 weeks of online study. Your tuition pays for both seven-week sections.

To receive your Paralegal Certificate, you must enroll in, and successfully complete, both Paralegal 1 and Paralegal 2.

California paralegals may need to complete advanced coursework to meet the requirements of new legislation, California Business and Professional Code 6450.

9.0 CEU / Tuition \$989

Victim Advocacy Certificate Course (Online)

LAWS7400S



This intensive program is designed to train and qualify students to provide assistance to crime victims, both inside and outside of the courtroom. Participants will be prepared to work with state and county governments as advocates for crime victims, assisting them in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, jurisdiction and venue, ethics, guardianships, crisis intervention, sexual assault, domestic violence, grief counseling, temporary restraining orders and community counseling.

5.0 CEU / Tuition \$250

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
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 August 20 – October 5, 2007
 October 15 – November 30, 2007

ADVANCED COURSES

Certificate of Accomplishment in Advanced Paralegal Studies (Online)

LAWS9700S



This program picks up where the Paralegal Certificate Course ends. It offers students the opportunity to expand their expertise into additional legal areas that are related to their positions or their personal interests. All courses offered for the advanced paralegal certificate are delivered online by the Center for Legal Studies, a recognized leader in paralegal education. Each course is conducted during an intensive seven-week session that includes instruction from an experienced faculty member and interaction with other students in the session.



To receive the Advanced Paralegal Certificate you must successfully complete six of the following nine advanced courses.

Advanced Legal Research (LAWS9000S)
 Alternative Dispute Resolution (LAWS9200S)
 Bankruptcy Law (LAWS9185S)
 Business Law and Practices (LAWS9355S)
 Constitutional Law and Civil Liberties (LAWS9155S)
 Criminal Law (LAWS9255S)
 Estate Planning: Probate, Wills and Trusts (LAWS9325S)
 Family Law (LAWS9285S)
 Victim Advocacy (LAWS9225S)

Students should expect to spend approximately 45 hours preparing assignments and tests for each of these seven-week courses. More than one advanced course may be taken during the same online session, and the courses do not have to be completed in any particular order. Each course is 4.5 CEU and, tuition is \$250. Participants who successfully complete the six online courses will earn up to 27 CEU and will receive a certificate from the Graduate School, USDA.

**35.0 CEU
 Tuition \$250 per course**

Advanced Legal Research (Online)

LAWS9000S  

Master techniques for utilizing legal resources available in law libraries and on the Internet. Learn how to plan and implement legal research projects, with an emphasis on the appropriate use of Internet resources. Develop skills to efficiently conduct WESTLAW searches and to effectively use WESTLAW and other online databases.



This course is also part of the Certificate of Accomplishment in Advanced Paralegal Studies.

4.5 CEU / Tuition \$250

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007

Alternative Dispute Resolution (Online)

LAWS9200S  

Explore the alternatives to litigation as a means of resolving legal disputes. Learn the art and techniques of negotiation and conflict mediation. Gain knowledge of ADR processes, methods and implementation. Investigate the role of the mediator and the ethical considerations involved in dispute resolution. Specific attention is given to the traditional techniques of negotiation, mediation, and arbitration as well as more modern variations, such as summary jury trials and mini-trials. Topics include divorce settlement mediation and labor arbitration.



This course is also part of the Certificate of Accomplishment in Advanced Paralegal Studies.

4.5 CEU / Tuition \$250

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007

Bankruptcy Law (Online)

LAWS9185S  

Master both the fundamentals and complexities of bankruptcy law. Examine the Bankruptcy Code in depth and learn how to prepare key bankruptcy forms. Investigate the debtor-creditor relationship and learn the difference between voluntary and involuntary bankruptcy, both under Chapter 7 (liquidation) and 11 (reorganization).

This course is also part of the Certificate of Accomplishment in Advanced Paralegal Studies.

4.5 CEU / Tuition \$250

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007

Business Law and Practices (Online)

LAWS9355S   

Study the law and practice of business organizations, and gain an appreciation for the legal environments in which businesses operate. Develop your knowledge of agency law, general partnerships, limited partnerships, limited liability companies, small closely held corporations, and large publicly traded corporations. Understand the issues involved in providing counsel to businesses.




This course is also part of the Certificate of Accomplishment in Advanced Paralegal Studies.

4.5 CEU / Tuition \$250

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007

Constitutional Law and Civil Liberties (Online)

LAWS9155S   

Master the fundamentals of the federal Constitution, including the institution of judicial review, the limitations on federal judicial power, the constitutional roles of the legislative and executive branches, due process of law, and individual rights under the Constitution and the Bill of Rights. Investigate issues of individual civil liberties and 42 U.S.C. Section 1983 claims, including redress for violations of the Fourth, Fifth and Eighth Amendment rights. Trends relating to the U.S. Supreme Court are discussed.




This course is also part of the Certificate of Accomplishment in Advanced Paralegal Studies.

4.5 CEU / Tuition \$250

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007

Criminal Law (Online)

LAWS9255S   

Explore the notion of punishment in society and the development of the ideas of crime, burden of proof and criminal defenses. Critically examine the most common crimes. Learn common terminology in criminal law and how to consider a crime thoroughly in terms of its elements. Master the basic principles and procedures of criminal law, including the sources and types of law, due process, the role of the judicial system and its components.

This course is also part of the Certificate of Accomplishment in Advanced Paralegal Studies.

4.5 CEU / Tuition \$250

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007

Self-Study

Instructor-Assisted

Online, Scheduled with Live Sessions

Online, Scheduled Course

Online Course

Paper-based course with supplemental CD



Course on CD

Paper-based

ACE
ACE College Credit Recommendation Service reviewed

Textbooks sold separately
visit www.gradusda.gov/books

Estate Planning: Probate, Wills and Trusts (Online)

LAWS9325S  

Master the fundamentals of the legal issues involved in planning for death, including probate, wills and trusts. Explore the paralegal's role in estate planning. Learn the requirements of creating enforceable wills and trusts.



This course is also part of the Certificate of Accomplishment in Advanced Paralegal Studies.

4.5 CEU / Tuition \$250

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007

Family Law (Online)

LAWS9285S  

Discover the legal aspects of family law. Learn the terminology used in family law and its key procedural concerns. Explore divorce law and review important aspects of property division, alimony, custody and support. Study the differences between community and separate property, the classification of property, and the impact of such classification. Gain an appreciation of post-divorce collection actions and necessary court actions after a divorce. Other areas of family law, such as common law marriage, prenuptial agreements, annulments, civil unions, adoptions, paternity and neglect actions, are also covered. The role of the paralegal in family law practice and the importance of mediation of domestic issues will also be discussed.



This course is also part of the Certificate of Accomplishment in Advanced Paralegal Studies.

4.5 CEU / Tuition \$250

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007

Victim Advocacy (Online)

LAWS9225S  

Gain a deeper appreciation for criminal procedure and the effects crime can have on its victims. Learn how to provide effective assistance to crime victims, both inside and outside of the courtroom. Discuss the paralegal's role as a victim advocate. Topics also include crisis intervention, sexual assault, domestic violence, grief counseling, temporary restraining orders, ethics and community counseling.

This course is also part of the Certificate of Accomplishment in Advanced Paralegal Studies.

4.5 CEU / Tuition \$250

Schedule:

August 21 – October 6, 2006
 October 16 – December 1, 2006
 January 8 – February 23, 2007
 March 5 – April 20, 2007
 April 30 – June 15, 2007
 June 25 – August 10, 2007
 August 20 – October 5, 2007
 October 15 – November 30, 2007



Participant Name**

Last	First	Middle
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ID Information**

Social Security Number or Date of Birth (Required)	Position or Title
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Mailing Address**

Preference Home or Office

Street	Suite/Floor/Apt #
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City	State	Zip
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Telephone**

Home Phone (include area code)	Daytime Number (include area code)
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E-mail address	Fax Number
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Course Information 1

Course Code	Course Title	Tuition
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Course Information 2

Course Code	Course Title	Tuition
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Method of Payment**

MasterCard, Visa,
American Express,
Diners Club

Card Company	Account Number	Expiration Date
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Cardholder's Name (as it appears on card)	Cardholder's Telephone Number
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Cardholder's E-mail

Check Number	Amount	Deferred Account Number
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Employer/Agency Name

Mailing Address/Billing Address	PO# (required if being billed)
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Receipt Required?

Invoice Required?	Billing Address/PO#**
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Miscellaneous

Name of Person Completing Form

E-mail Address

How did you first hear about this course?

☐ Printed catalog
 ☐ E-mail
 ☐ Training Officer
 ☐ Friend/Colleague
 ☐ Advertisement
 ☐ Conference
 ☐ GS Web site
 ☐ Another Web site

Other

**Required Information

List names here if you are registering more than one student for the same course using the same credit card number.

2nd Participant

Last	First	Middle
Social Security Number or Date of Birth (Required)		Position or Title
Street		Suite/Floor/Apt #
City	State	Zip
Home Phone (include area code)	Daytime Number (include area code)	E-mail Address

3rd Participant

Last	First	Middle
Social Security Number or Date of Birth (Required)		Position or Title
Street		Suite/Floor/Apt #
City	State	Zip
Home Phone (include area code)	Daytime Number (include area code)	E-mail Address

4th Participant

Last	First	Middle
Social Security Number or Date of Birth (Required)		Position or Title
Street		Suite/Floor/Apt #
City	State	Zip
Home Phone (include area code)	Daytime Number (include area code)	E-mail Address

5th Participant

Last	First	Middle
Social Security Number or Date of Birth (Required)		Position or Title
Street		Suite/Floor/Apt #
City	State	Zip
Home Phone (include area code)	Daytime Number (include area code)	E-mail Address

Project Management

Basic Project Management

PROJ7001N



There is no substitute for the skill of confidently managing projects in the workplace. Seize this opportunity to develop strong, solid work habits from the start. Explore each step of project management as you complete a case exercise in which you run a small project for a fictitious agency. The course is not intended for those with extensive project management expertise.

2.4 CEU / Tuition \$165

Public Affairs

Counter and Anti-Terrorism (Online)

PUAP8002A



The final course in the Graduate School, USDA's online professional development series on terrorism, this insightful course explores why some groups employ terrorism as their mechanism for changing society. The course emphasizes an analytical and descriptive approach to the topic of counterterrorism and antiterrorism by identifying who the terrorists are; examining the perspectives of terrorists and how they operate; and exploring political, legal and societal responses to current and future trends in terrorism.

1.8 CEU / Tuition \$195

Global Terrorism

PUAP8218N



This self-study course acquaints the student with the phenomenon of world-wide terrorism, including terrorists' tactics, motivations and organizations. It provides information and insight into the events leading up to the 9/11 tragedies and subsequent developments.

2.4 CEU / Tuition \$145

Introduction to Terror and Terrorism (Online)

PUAP7000A



This informative, discussion-oriented course is an analytical and descriptive exploration of terrorism—a tool used by some groups to achieve social change. Through readings and multiple discussion, participants explore the basic concepts of terrorism, the history of terrorism, the role of the media, the “A” list of terrorist organizations, the dynamics of hostage taking and negotiations, the anti- and counter-terrorism perspectives, and the future of terrorism.

This online course is the first in a series of four online professional development courses on the topic of terrorism.

Note: Course content is contained in assigned textbooks for each class, as well as online course modules and group discussions. The course requires frequent online interaction, and you complete much of the work online.

1.8 CEU / Tuition \$195

Psychology and Culture of Terrorism (Online)

PUAP8000A



This insightful course, the second in a series of online professional development courses on terrorism, explores the psychology and culture of this complex topic. Through analysis and discussion, participants explore and investigate the origins of terrorism; the motivations of terrorist groups and individual terrorists; the psychological mechanisms which allow terrorists to rationalize their actions; and the political, legal and societal options for responding to the culture and psychology of terrorism.

1.8 CEU / Tuition \$195

Terrorism and Politics (Online)

PUAP8001A



Some groups use terrorism as a tool to disrupt society. Acts of terrorism have two victims—those immediately affected by the act and others who lose their sense of security and confidence in the government's ability to maintain social order. This informative, discussion-oriented course explores terrorism as an act of crime, the rise of modern terrorism, and the impact of terrorism on our society and individuals. This online course is the third in a series of four online professional development courses on the topic of terrorism.

1.8 CEU / Tuition \$195

The Department of Homeland Security (DHS): An Overview (Online)

PUAP7001A



What is DHS? Why do we need it? How is it organized? Where do you fit in? This comprehensive, self-paced, 3-hour online course is for people who work for, work with, or just want to learn about the Department of Homeland Security.

Brought to you in partnership with Pearson Learning Solutions and www.fededtv.com, this course is the single source to help you understand DHS. It provides an in-depth examination of the Department's history, mission, organization, and programs designed to reduce America's vulnerability to attack and quickly recover from disaster. Learn about such topics as:

- Homeland security strategy
- Critical infrastructure protection
- Planning scenarios
- Emergency response
- New reorganization

0.3 CEU / Tuition \$160

Public Service Skills

Customer Service Excellence (Online)

ADMB7003A



This course has the same content as the classroom course Customer Service Excellence (ADMB7003D), but is conducted online. Course content is contained in an assigned textbook for each class, as well as in the online course modules. This course requires frequent online interaction and you complete much of the work online.

Become “customer-driven” and learn how to take service to the top, inspiring others in your organization to provide quality service. You learn to identify your internal and external customers and discover the latest methods for enhancing customer service and handling problems, while anticipating and responding to customers' needs.

3.6 CEU / Tuition \$525

Frontline Customer Service

COMM7052N



As a federal employee, you are expected to be professional when interacting with the public. Frontline Customer Service will help you get organized for effective and courteous public service. The included computer disk contains a complete set of job-aid templates (designed for Microsoft Word 97 or later and Corel WordPerfect 8 or later). These allow you to create your own customized customer service help forms, information sheets, checklists and self-assessments. Also included are helpful examples of appropriate telephone etiquette and techniques.

2.4 CEU / Tuition \$235

General Information

When you take a course with the Graduate School, USDA, you benefit from our eight decades of experience, our wide-ranging curriculum and our faculty of outstanding professionals. We continually review and improve our classes and services to bring you the best possible learning experience. We are committed to helping you enhance your professional skills and advance your career.

Since 1921, the Graduate School, USDA has helped more than two million students create their own success stories. We want you to be one of them.

About the Graduate School, USDA

The Graduate School, USDA takes pride in its reputation as an innovative institution for continuing education. The School was established in 1921 by the secretary of agriculture to provide individuals with opportunities for career advancement. Since that time, the School has helped more than two million people with their continuing education objectives. Each year the Graduate School, USDA enrolls more than 100,000 students. The School offers nearly 1,000 courses to help individuals improve job performance and further their careers. It assists all levels of government and other organizations by increasing efficiency, effectiveness and productivity. The Graduate School, USDA is a self-supporting organization and receives no appropriated funds. Its only sources of income are tuition and fees.

The Graduate School, USDA does not grant degrees and has never sought that authority. We prefer to offer a dynamic, continuing education program for working adults. Courses offering credit are of standard graduate and undergraduate quality and are taught by competent, experienced instructors. Adults who wish to pursue degree programs should verify with their college or university which credits will transfer before registering for courses at the Graduate School. The U.S. Office of Personnel Management accepts Graduate School, USDA credits for examination and qualification purposes on the same basis as those from accredited schools (see OPM's Qualification Standards for General Schedule Positions, Section II, Acceptability of Higher Education, Part E.4.(b)).

About Instructor-Assisted Courses

After you enroll in a course, you will receive a course guide that tells you how to complete your course. It will also include exercises and supplemental materials. Most courses are based on published textbooks or other references. The required textbooks may be purchased through Specialty Books, Inc. See page 41.

Note: Online paralegal instructor-assisted courses are handled differently from other instructor-assisted courses. See page 39.

COURSE PROCEDURES

You regularly submit assignments to your instructor, by e-mail or regular mail. The instructor grades and returns assignments to you within 5 business days and submits your grades to us.

Many courses are designated by the American Council on Education (ACE) as receiving college credit recommendations. To earn the credit recommendation, you must turn in all assignments, take a proctored (supervised) examination and earn a minimum course grade of 70 percent or "C" (2.0 or higher on a scale of 0 to 4).

OPTION TO AUDIT

You have the option to take courses on a not-for-credit basis. You will still have to complete all course assignments but not the final examination. You will receive "AU" as a final grade and no credit will be recorded. The enrollment fee is the same as the for credit option.

CERTIFICATE OF COMPLETION

Once you have successfully passed the course assignments and/or tests, we award you a certificate of completion.


COURSE LOAD

You may take a maximum of two courses simultaneously and additional courses after you have made substantial progress in the current courses.

CREDITS/HOURS/CEUs

Each credit listed for a course is equivalent to one semester hour. For example, a three credit course is equivalent to three semester hours. For some courses, you earn CEUs. See page 42.

TIME LIMITS/EXTENSIONS

For courses with the following icon: 

You have one year to complete a course. We can grant you one additional year of time for a fee of \$50. To request an extension, do one of the following:

- Call (303) 236-8500 with a credit card number
- E-mail selfpaced@grad.usda.gov with your name, course code and credit card number
- Mail a written request, including a check made out to Graduate School, USDA, to:

Graduate School, USDA
Self-Paced Training
PO Box 25605
Denver, CO 80225-0605

Instructor-Assisted Online Paralegal Courses



These online courses are administered by the Center for Legal Studies and offered during several sessions scheduled throughout the year. Each intensive session lasts seven weeks.

COURSE PROCEDURES

All courses are conducted via the WebCT platform. Once you are registered we e-mail a confirmation. On the Thursday before a session starts, the Center for Legal Studies will e-mail you a password and information you need to access the course Web site.

Each course is led by an experienced and knowledgeable legal instructor. You have direct interactions with the instructor and other students through use of e-mail and discussion boards. You e-mail all written assignments and exams to the instructor, who assigns grades. When all assignments and tests have been successfully completed, the Graduate School, USDA will award a certificate of completion and CEUs.

HOW TO ORDER TEXTBOOKS

To order textbooks, call the Center for Legal Studies at (800) 522-7737 or visit www.legalstudies.com.

ABOUT THE CENTER FOR LEGAL STUDIES

The Center for Legal Studies (CLS) has successfully delivered online and live legal education for over twenty years. CLS is a member of the National Federation of Paralegal Associations and the Association of Trial Lawyers of America.

To learn more about CLS, go to www.legalstudies.com.

About Self-Study Courses



All self-study courses are designed to be studied independently at home or at the office. Choose the time and place most convenient for you. Courses are primarily paper-and-pencil workbooks and consist of several lessons, each of which you can usually complete within one or two hours. Each course contains practical exercises and often case studies or reference materials, job aids, audio and video supplements. Many courses are available on CD or the Internet.

COURSE PROCEDURES

Courses contain at least one test. A few courses also have assignments to prepare and submit. You mail or fax us your test answer sheets, and we mail them back to you within three days. For online courses, you e-mail us your test results. You can retake any test once.

TIME LIMIT

You must complete your courses within six months. We will send you a reminder midway through your enrollment period and can grant a two-month extension upon request.

CERTIFICATE OF COMPLETION

Once you have successfully passed the course tests and/or assignments, we award you a certificate of completion.

COURSE SHIPPING

We ship your course materials within five days of receiving your registration. We ship FedEx, UPS or U.S. Postal Service, using the service that will get your course to you most quickly. If you do not receive your course within a few weeks of sending us your registration, please let us know.

Online Courses

The Graduate School, USDA now offers a variety of courses online. These courses are delivered using several different instructional approaches. Some involve interaction with an instructor and other students. These courses have specific start dates and you will move at a pace established by the instructor. Other courses you will complete on your own and at your own pace. Some courses require that you purchase textbooks to supplement the online material while others are completely delivered online. In some cases you will have the option to print out the course reading assignments yourself.

Regardless of the delivery method employed, you can be sure that each online course has been designed to maximize the effectiveness of the training experience. If at any time during a course you have questions or problems, you can always get quick assistance by telephone at (303) 236-8500 or by e-mail at selfpaced@grad.usda.gov.

ONLINE SCHEDULED WITH LIVE SESSIONS - CAPITOL COLLEGE COURSES

Capitol College courses in security are delivered using Centra software that allows for full interaction with the instructor. Each eight-week course consists of a weekly two hour, real-time session, supplemented by two-hour practice sessions. Capitol College will issue you an account and password. You will have full access to their help desk. The instructor will be available to guide you through the curriculum. Instructors are available via e-mail.

By completing 4 of the 6 courses offered, students will be eligible for a Graduate School, USDA Certificate of Accomplishment in Security Management. Three courses may be transferred to the Capitol College Master of Science in Network Security.

The following are the course technical requirements:

Windows 2000 (SP4), or XP (SP1)

Internet Explorer 5.x, 6.x,
Netscape 4.5x, 4.7x, 7.x

CPU: P350 MHz

Memory: 128 MB

Disk: 40 MB free space

Network: 28.8 kbps

Monitor: 16 bit colors (high color)

Sound card (Full-Duplex
Soundblaster compatible)

Headset with microphone

Recommended:

Internet Explorer 6.x

CPU: P500+ MHz

Memory: 256+ MB RAM

Disk: 200+ MB free space (for content
and recordings)

Network: 128+ kbps

Withdrawal and Refund Policies

INSTRUCTOR-ASSISTED COURSES

You may withdraw at any time, but will receive a refund only under the following conditions:

- The course guide and any other materials we sent you must be returned in reusable condition, along with a written refund request within 90 days of official registration.
- You cannot have submitted any lessons.

Any refund will be for enrollment cost less a nonrefundable \$50 processing fee.

Note: Refund is for tuition only and does not include Boston University's project management courses. You must deal directly with Specialty Books, Inc. about money back on your textbooks unless the Graduate School purchased your books.

INSTRUCTOR-ASSISTED ONLINE PARALEGAL COURSES

You may cancel your registration with a full tuition refund only if you officially withdraw from a course prior to the Wednesday before the class begins. You may cancel your registration with a 50% tuition refund if you withdraw anytime between the Thursday before the course begins through the first Thursday of the class. After the first Thursday of a class, no refunds will be issued. Call the Graduate School, USDA at (303) 236-8500 to cancel any registrations. Please allow thirty days for any refund. There are no exceptions to this refund policy.

SELF-STUDY COURSES

If your agency enrolled you, please obtain its authorization to withdraw from a course. If you self-enrolled, you may withdraw yourself. Withdrawal requests may be made over the phone.

We will issue a refund, offer a credit or cancel billing within 90 days of enrollment if the request is in writing and all course materials are returned to us in usable condition.

ONLINE SCHEDULED WITH LIVE SESSIONS – CAPITOL COLLEGE

You may cancel your registration and receive a full refund if you cancel more than 14 days before the class or program begins. After that date, you may substitute another participant or reschedule to another session if you cannot attend, but refunds will not be made.

Ordering Textbooks

If your course requires additional texts, you may order them from Specialty Books, a private company that services institutions, programs and students enrolled in distance learning and non-traditional programs.

Order books using the following options:

- Call toll-free (800) 466-1365 Monday through Friday from 7 a.m. to 11 p.m. and Saturday 8 a.m. to 2 p.m. EST.
- Order online from the virtual bookstore 24 hours a day: www.grad.usda.gov/books. Click on “Purchase Self-Paced Training Textbooks,” select your subject area then select your course.

ABOUT SPECIALTY BOOKS, INC.

- Orders are immediately processed and, if received before 5 p.m. EST, qualify for same-day dispatch; orders received after that are dispatched the next business day.
- A flat fee of \$6 per package (up to 7 courses) is charged for UPS delivery, regardless of the number of courses ordered or the number of items contained in the box.
- The postal service is used for students who receive mail from a post office box or who have either an APO or FPO address.
- All major credit cards are accepted.
- Payment may also be made by check, money order or government purchase order.
- A full refund is offered on any orders returned within 14 days of purchase.
- A reference department contains dictionaries, test preparation and more.
- Textbook buyback program is offered.
- Associated materials, such as opportunities to purchase brand-name software at education discount prices, are available. You may also search for educationally priced software by title, publisher or ISBN number.

Course Credit Information

CERTIFICATES OF ACCOMPLISHMENT

The Graduate School, USDA offers certificates of accomplishment for comprehensive study in multiple program areas. Two-thirds of the total number of credits must be taken at the Graduate School. One-third may be considered for waiver based on courses completed at other educational institutions and/or specific work experience. For more information, visit www.grad.usda.gov/certificates or contact the customer service center at (888) 744-GRAD.

CONTINUING EDUCATION UNITS (CEUS)

Continuing Education Units provide a nationally recognized permanent record of your lifelong learning experiences. In addition, the CEUs you earn in our training courses may be used to satisfy some of the requirements for our certificates of accomplishment. You receive one CEU for every 10 hours of participation in our courses. Completing our CEU/CPE registration form enables us to track and maintain your record of accumulated CEUs throughout your career, regardless of where you work.

PDUS

The PDU is the measuring unit used by the Project Management Institute, Inc., to quantify approved learning and professional service activities. Typically, one PDU is earned for every hour spent in a planned, structured learning experience or activity. For conversion purposes one CEU equals 10 PDUs.

Course Levels

The first numeric character in the course code number designates course level.

- 0001-0333 Enrichment and non-credit
- 1000-1999 Freshman-level undergraduate
- 2000-2999 Sophomore-level undergraduate
- 3000-3999 Junior-level undergraduate
- 4000-4999 Senior-level undergraduate
- 5000-5999 Graduate level
- 6000-6999 Expert level
- 7000-7999 Introductory short courses, workshops, specially arranged courses
- 8000-8999 Intermediate short courses, workshops, specially arranged courses
- 9000-9999 Advanced short courses, workshops, specially arranged courses, certificate programs

Transcripts

The Office of the Registrar maintains the official records of all students. All information is held in confidence and released only in accordance with the Family Rights and Privacy Act of 1974, as amended in 1995. Transcripts are \$5.00 each and may be obtained by writing to:

Office of the Registrar
Graduate School, USDA
600 Maryland Avenue SW, Suite 120
Washington, DC 20024-2520
(888) 744-GRAD

Payment should be in the form of personal check, money order, Visa, MasterCard, American Express, Diners Club or cashier's check. Allow two weeks for processing. Transcripts are not released to students who have outstanding financial obligations to the school.

More information is available at www.grad.usda.gov/transcripts.

AMERICAN COUNCIL ON EDUCATION (ACE) COLLEGE CREDIT RECOMMENDATION SERVICE

Many Self-Paced Training courses have been recommended to receive college credit by the ACE College Credit Recommendation Service (ACE/CREDIT). This means that many of the courses are transferable into degree programs at colleges and universities throughout the country. Courses with ACE/CREDIT recommendation require supervised (proctored) examinations. To pass the courses, you must earn a minimum combined grade of 70 percent or "C" (2.0 or higher on a scale of 0 to 4) for all assignments and the examination(s).

Registration and Payment

You may register by submitting an approved training nomination form (SF182 or DD-1556), purchase order or your employer's training form. We also accept VISA, MasterCard, American Express, Diners Club, cash, checks or money orders (made payable to the Graduate School, USDA in U.S. currency).

Whatever method you use, please be sure to include the following information:

- Student name, preferred mailing address, telephone number, e-mail address and position title
- Course title, dates, location and 9-character course code

If your employer is paying the course tuition, please also provide:

- Signature of the official responsible for approving employee training
- Approving official's name, work address and telephone number
- Employer's billing address and telephone number
- Purchase order number or billing numbers

DEFERRED ENROLLMENT (FOR SELF-STUDY COURSES)

Pre-enroll students even if specific students have not been identified. You receive a deferred enrollment certificate for each paid tuition. We send out the course when we receive the certificate, on which you have provided the student's name and address.

ADVANCE PAYMENT ACCOUNT (FOR SELF-STUDY COURSES)

Deposit funds into an account and charge enrollments against the account balance. We maintain records of account activity and notify you when the account balance is approaching zero.

By using one of these plans, you consolidate the payment process for many students into one bill. In addition, we do not need registration forms for individual students. All we need are the students' names and mailing addresses.

GSA FEDERAL SUPPLY SCHEDULES

Many Graduate School, USDA products and services are available through the GSA Federal Supply Schedule Program for training at your location. Under Schedule 69, the Graduate School provides contract training. The contract number is GS-02F-0107N. Under Schedule 874 (MOBIS) the Graduate School provides a wide range of consulting, facilitation and survey services. The Schedule 874 contract number is GS-10F-0228P.

Additional information can be found on the Graduate School Web site at www.grad.usda.gov and on the GSA Web site at www.gsaadvantage.gov.

5 Easy Ways to Register



ONLINE

Visit our Web site at www.grad.usda.gov



BY FAX

Fax your completed training authorization form to (303) 236-8525



BY MAIL

Send your completed training authorization form to:

Graduate School, USDA
Self-Paced Training
P.O. Box 25605
Denver, CO
80225-0605



BY PHONE

Call (303) 236-8500 and have your credit card ready.



IN PERSON

You can visit our offices, and we will be happy to register you.

AN EQUAL OPPORTUNITY PROVIDER

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact the registrar of the Graduate School, USDA at (888) 744-4723 (voice) and TDD.

General Administration Board Members

The Graduate School, USDA is governed by a General Administration Board appointed by the secretary of agriculture. Board members are drawn from senior positions in government, business and academia.

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Vice Chair

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Naval Postgraduate School

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Assistant Vice President for International Outreach

Edward Via Virginia College of Osteopathic Medicine

Virginia Polytechnic Institute and State University

Linda J. Washington

Deputy Assistant Secretary for Administration

Department of Transportation



Participant Name**

Last

First

Middle

ID Information**

Social Security Number or Date of Birth (Required)

Position or Title

Mailing Address**

Preference Home or Office

Street

Suite/Floor/Apt #

City

State

Zip

Telephone**

Home Phone (include area code)

Daytime Number (include area code)

E-mail address

Fax Number

Course Information 1

Course Code

Course Title

Tuition

Course Information 2

Course Code

Course Title

Tuition

Method of Payment**

MasterCard, Visa,
American Express,
Diners Club

Card Company

Account Number

Expiration Date

Cardholder's Name (as it appears on card)

Cardholder's Telephone Number

Cardholder's E-mail

Check Number

Amount

Deferred Account Number

Employer/Agency Name

Mailing Address/Billing Address

PO# (required if being billed)

Receipt Required?

Invoice Required?

Billing Address/PO#**

Miscellaneous

Name of Person Completing Form

E-mail Address

How did you first hear about this course?

☐ Printed catalog
 ☐ E-mail
 ☐ Training Officer
 ☐ Friend/Colleague
 ☐ Advertisement
 ☐ Conference
 ☐ GS Web site
 ☐ Another Web site

Other

**Required Information

List names here if you are registering more than one student for the same course using the same credit card number.

2nd Participant

Last	First	Middle
Social Security Number or Date of Birth (Required)		Position or Title
Street		Suite/Floor/Apt #
City	State	Zip
Home Phone (include area code)	Daytime Number (include area code)	E-mail Address

3rd Participant

Last	First	Middle
Social Security Number or Date of Birth (Required)		Position or Title
Street		Suite/Floor/Apt #
City	State	Zip
Home Phone (include area code)	Daytime Number (include area code)	E-mail Address

4th Participant

Last	First	Middle
Social Security Number or Date of Birth (Required)		Position or Title
Street		Suite/Floor/Apt #
City	State	Zip
Home Phone (include area code)	Daytime Number (include area code)	E-mail Address

5th Participant

Last	First	Middle
Social Security Number or Date of Birth (Required)		Position or Title
Street		Suite/Floor/Apt #
City	State	Zip
Home Phone (include area code)	Daytime Number (include area code)	E-mail Address

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- Writing Short Informational Reports, 10

Alphabetical Listing of Courses

Title	Code	Page #	Tuition	Additional Text	Credits/CEU
A+ Core Module (Online)	TCOM9790T	15	\$995	Yes	5.0 CEU
A+ Operating Systems (Online)	TCOM9780T	15	\$995	Yes	5.0 CEU
Administrative Law and Procedure	LAWS3310C	27	\$295	Yes	3 Credits
Advanced Legal Research (Online)	LAWS9000S	30	\$250	Yes	4.5 CEU
Advanced Processing Personnel Actions	PROC9003N	12	\$215		3.2 CEU
Alternative Dispute Resolution (Online)	LAWS9200S	30	\$250	Yes	4.5 CEU
Applied Indexing	EDIT3361C	20	\$355		3 Credits
Assertive Supervision	SUPV7002N	21	\$215		2.4 CEU
Bankruptcy Law (Online)	LAWS9185S	30	\$250	Yes	4.5 CEU
Basic Electricity	ENGN1101C	10	\$355	Yes	3 Credits
Basic Indexing	EDIT3360C	20	\$355	Yes	3 Credits
Basic Labor Relations	LABR7051N	11	\$265		4.0 CEU
Basic Mathematics	MATH1101C	24	\$215	Yes	1 Credit
Basic Processing Personnel Actions	PROC7003N	12	\$215		2.4 CEU
Basic Project Management	PROJ7001N	33	\$165		2.4 CEU
Basic Reference Service and Reference Tools	LIBT2245C	20	\$295	Yes	1 Credit
Basic Staffing and Placement	STAF7100N	12	\$265		4.0CEU
Business Law and Practices (Online)	LAWS9355S	31	\$250	Yes	4.5 CEU
Business Law I	LAWS1120C	27	\$355	Yes	3 Credits
Calculating Service Computation Dates	PROC7002N	13	\$165		1.6 CEU
Calculus I (Differential)	MATH2210C	24	\$295	Yes	2 Credits
Calculus II (Integral)	MATH2211C	24	\$295	Yes	2 Credits
Certificate of Accomplishment in Advanced Paralegal Studies (Online)	LAWS9700S	29			35.0 CEU
Certificate of Accomplishment in Meterology	METO3990N	26			25 Credits
Classification for Supervisors	SUPV7003N	21	\$125		1.6 CEU
Clear Writing through Critical Thinking (Online)	WRIT7100A	8	\$275		3.6 CEU
College Algebra	MATH2250C	24	\$355	Yes	3 Credits
Computer Forensics and Incident Handling (Online)	SRTY9020T	18	\$1,095	Yes	5.0 CEU

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Title	Code	Page #	Tuition	Additional Text	Credits/CEU
Constitutional Law and Civil Liberties (Online)	LAWS9155S	31	\$250	Yes	4.5 CEU
Controlling a Budget	BUDG7052N	4	\$215		2.4 CEU
Cost Accounting I: Job Order Cost Accounting	ACCT2250C	4	\$215	Yes	1 Credit
Cost Accounting II: Process Cost Accounting	ACCT2251C	4	\$215	Yes	1 Credit
Cost Accounting III: A Management Tool	ACCT2252C	4	\$215	Yes	2 Credits
Counter and Anti-Terrorism (Online)	PUAP8002A	35	\$195	Yes	1.8 CEU
Criminal Law (Online)	LAWS9255S	31	\$250	Yes	4.5 CEU
Customer Service Excellence (Online)	ADMB7003A	36	\$525		3.6 CEU
Department of Homeland Security (DHS): An Overview (Online)	PUAP7001A	36	\$160		0.3 CEU
Descriptive Cataloging	LIBT1120C	21	\$355	Yes	3 Credits
Descriptive Cataloging: Nonbook Materials	LIBT1135C	21	\$350	Yes	3 Credits
Dynamic Meteorology I	METO3361C	25	\$355	Yes	3 Credits
Dynamic Meteorology II	METO3362C	25	\$355	Yes	3 Credits
EEO – Its Place in the Federal Government (Online)	EEOP7051N	11	\$165		1.6 CEU
EEO Counseling	EEOP7002N	11	\$165		3.2 CEU
Effective Work Delegation	SUPV7056N	22	\$185		2.4 CEU
E-Learning Project Management Certificate (Online)	PROJ2180D	33			18.0 CEU
Elements of Statistics	STAT3350C	24	\$355		3 Credits
Employee Pay for Supervisors	SUPV7004N	22	\$125		1.6 CEU
English Grammar and Usage	ENGL7051N	8	\$265		4.0 CEU
Estate Planning: Probate, Wills and Trusts (Online)	LAWS9325S	32	\$250	Yes	4.5 CEU
Expansion of Vocabulary Knowledge	ENGL0036C	8	\$295	Yes	2.0 CEU
Family Law (Online)	LAWS9285S	32	\$250	Yes	4.5 CEU
Federal Government Accounting I	ACCT2260C	4	\$355		2 Credits
Federal Government Accounting II	ACCT2261C	5	\$355		2 Credits
Federal Human Resources Management (Online)	PERS1730E	22	\$355		2 Credits
Freedom of Information Act and the Privacy Act	LAWS3335C	27	\$295	Yes	2 Credits
Frontline Customer Service	COMM7052N	36	\$235		2.4 CEU
Gaining Knowledge and Confidence in Using English Grammar I	ENGL0038C	9	\$355		3.0 CEU
Global Terrorism	PUAP8218N	35	\$145		2.4 CEU
HTML Programming (Introduction through Advanced) (Online)	INET9712T	14	\$995	Yes	5.0 CEU
Hydrology I	ENGN5501C	10	\$355	Yes	3 Credits
Hydrology II	ENGN5502C	10	\$355	Yes	3 Credits
Improving Employee Performance	SUPV7007N	11	\$185		2.4 CEU
Intermediate Accounting I	ACCT2201C	5	\$355	Yes	3 Credits
Intermediate Accounting II	ACCT2202C	5	\$355	Yes	3 Credits
Internal Auditing I: Elementary	AUDT3301C	5	\$355	Yes	3 Credits
Internal Auditing II: Advanced	AUDT3302C	6	\$355	Yes	3 Credits
Internal Protection (Online)	SRTY9120T	18	\$1,095	Yes	5.0 CEU
Introduction to Federal Accounting	ACCT7120N	6	\$295		4.0 CEU

Title	Code	Page #	Tuition	Additional Text	Credits/CEU
Introduction to Federal Budgeting	BUDG7001N	6	\$265		2.4 CEU
Introduction to Federal EEO	EEOP7004N	12	\$165		1.2 CEU
Introduction to Human Resources Management for Supervisors	SUPV7018N	22	\$165		1.6 CEU
Introduction to Law for Paralegals	LAWS1110C	27	\$355	Yes	3 Credits
Introduction to Library Techniques	LIBT1110C	21	\$295	Yes	2 Credits
Introduction to Meteorology	METO1160C	25	\$355	Yes	3 Credits
Introduction to Supervision	SUPV3101N	22	\$295		3 Credits
Introduction to Supervision (Online)	SUPV7001A	22	\$1,195		3.6 CEU
Introduction to Terror and Terrorism (Online)	PUAP7000A	35	\$195	Yes	1.8 CEU
Introduction to the Editing Process	EDIT1140C	7	\$355	Yes	3 Credits
Legal Ethics	LAWS1116C	27	\$355	Yes	3 Credits
Legal Investigation Certificate Course (Online)	LAWS7200S	28	\$525	Yes	4.5 CEU
LegalNurse™ Consultant Training Course (Online)	LAWS7100S	28	\$730	Yes	4.5 CEU
Legal Research	LAWS2215C	28	\$355	Yes	3 Credits
Legal Secretary Certificate Course (Online)	LAWS7300S	28	\$525	Yes	5.6 CEU
Legal Writing	LAWS2220C	29	\$355	Yes	3 Credits
Letter Writing Workshop	WRIT7002N	9	\$265		2.4 CEU
Managing Attendance and Leave for Supervisors	SUPV7005N	23	\$125		1.6 CEU
Microsoft Access 2003 (Introduction through Advanced) (Online)	DBAS9715T	13	\$995	Yes	5.0 CEU
Microsoft Access 2003: Introduction (Online)	DBAS7815T	14	\$495	Yes	1.8 CEU
Microsoft Access 2003: Intermediate (Online)	DBAS8815T	14	\$495	Yes	1.8 CEU
Microsoft Access 2003: Advanced (Online)	DBAS9815T	14	\$495	Yes	1.8 CEU
Microsoft Excel 2003 (Introduction through Advanced) (Online)	SPRD9768T	17	\$995	Yes	5.0 CEU
Microsoft Excel 2003: Introduction (Online)	SPRD7878T	17	\$495	Yes	1.8 CEU
Microsoft Excel 2003: Intermediate (Online)	SPRD8878T	17	\$495	Yes	1.8 CEU
Microsoft Excel 2003: Advanced (Online)	SPRD9878T	17	\$495	Yes	1.8 CEU
Microsoft FrontPage 2003 (Introduction through Advanced) (Online)	INET9842T	15	\$995	Yes	5.0 CEU
Microsoft PowerPoint 2003 (Introduction through Advanced) (Online)	PRES9750T	16	\$995	Yes	5.0 CEU
Microsoft PowerPoint 2003: Introduction (Online)	PRES7868T	17	\$495	Yes	1.8 CEU
Microsoft PowerPoint 2003: Intermediate (Online)	PRES8868T	17	\$495	Yes	1.8 CEU
Microsoft Word 2003 (Introduction through Advanced) (Online)	WORD9768T	16	\$995	Yes	5.0 CEU
Microsoft Word 2003: Introduction (Online)	WORD7868T	16	\$495	Yes	1.8 CEU
Microsoft Word 2003: Intermediate (Online)	WORD8868T	16	\$495	Yes	1.8 CEU
Microsoft Word 2003: Advanced (Online)	WORD9868T	16	\$495	Yes	1.8 CEU
Network Systems Security Concepts (Online)	SRTY7020T	18	\$1,095	Yes	5.0 CEU
Network+ Certification (Online)	TCOM9795T	15	\$995	Yes	5.0 CEU
No FEAR Act (Online)	EEOP7005N	23	\$27		0.6 CEU
Paralegal Certificate Course (Online)	LAWS7000S	29	\$989	Yes	9.0 CEU

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Pay Options for Recruitment and Retention	PADM7003N	10	\$185		4.0 CEU
Pay Setting for FWS Positions	PADM7001N	11	\$165		2.4 CEU
Pay Setting for GS Positions	PADM7002N	11	\$265		4.0 CEU
Performance Feedback (Online)	SUPV7008N	23	\$125		0.4 CEU
Personnel Procedures for Clerks and Assistants	PROC7001N	13	\$165		2.4 CEU
Physical Meteorology	METO2260C	25	\$355	Yes	3 Credits
Planning and Describing Positions for Supervisors	SUPV7061N	23	\$125		1.6 CEU
Position Classification: An Introduction	CLAS7051N	10	\$265		4.0 CEU
Practical Statistics	STAT7001N	25	\$185		3.2 CEU
Practical Writing (Online)	WRIT1710E	9	\$355		2 Credits
Preventing Sexual Harassment in the Workplace	EEOP7003N	12	\$125		1.6 CEU
Principles of Accounting I: Basic Principles	ACCT1101C	6	\$295	Yes	2 Credits
Principles of Accounting II: Financial Accounting	ACCT1102C	6	\$295	Yes	2 Credits
Principles of Accounting III: Managerial Accounting	ACCT1103C	6	\$295	Yes	2 Credits
Proofreading	EDIT1160C	8	\$355		3 Credits
Proofreading	EDIT7051N	8	\$185		2.4 CEU
Psychology and Culture of Terrorism (Online)	PUAP8000A	35	\$195	Yes	1.8 CEU
Put It in Writing	WRIT7003N	9	\$185		2.4 CEU
Qualification Standards for GS Positions	STAF7051N	13	\$265		4.0 CEU
Reduction-in-Force	STAF7052N	13	\$265		4.0 CEU
Report Writing (Online)	WRIT2201C	9	\$245	Yes	2 Credits
RUS Borrower Accounting (Electric)	ACCT2211C	7	\$295		2 Credits
RUS Borrower Accounting (Telecommunications)	ACCT2212C	7	\$295		2 Credits
Satellite Meteorology	METO2270C	25	\$355	Yes	3 Credits
Secure Information Transfer and Storage (Online)	SRTY8020T	19	\$1,095	Yes	5.0 CEU
Security + (Online)	SRTY9104T	19	\$995	Yes	5.0 CEU
Solving Performance and Conduct Problems	LABR7052N	11	\$165		2.4 CEU
Staffing and Placement for Supervisors	SUPV7010N	23	\$165		1.6 CEU
Subject Cataloging and Classification	LIBT2220C	21	\$295	Yes	2 Credits
Success-Oriented Supervision	SUPV2202C	23	\$295	Yes	2 Credits
Synoptic Meteorology I	METO4461C	26	\$355	Yes	3 Credits
Synoptic Meteorology II	METO4462C	26	\$355	Yes	3 Credits
Terrorism and Politics (Online)	PUAP8001A	36	\$195	Yes	1.8 CEU
Time Management	MGMT1101C	24	\$295	Yes	2 Credits
Time Management for Supervisors	SUPV7051N	24	\$215		2.4 CEU
Victim Advocacy (Online)	LAWS9225S	32	\$250	Yes	4.5 CEU
Victim Advocacy Certificate Course (Online)	LAWS7400S	29	\$525	Yes	5.0 CEU
Vulnerability Mitigation (Online)	SRTY9989T	19	\$1,095	Yes	5.0 CEU
Wireless Network Security (Online)	SRTY9990T	20	\$1,095	Yes	5.0 CEU
Writing for Government and Business	WRIT1102C	9	\$215	Yes	1 Credit
Writing Sentences and Paragraphs Effectively	ENGL0040C	9	\$295		2.0 CEU
Writing Short Informational Reports	WRIT7004N	10	\$185		2.4 CEU

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